

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Job Title]

Subject: Disciplinary Warning - Refusal to Follow Safety Instructions

Dear [Employee Name],

This letter serves as a formal disciplinary warning regarding your failure to follow established safety instructions and protocols. On [Date] at approximately [Time], the following incident occurred:

[Insert detailed description of the safety violation and the specific instructions that were disregarded].

Your refusal to adhere to these safety regulations is a violation of company policy and poses a significant risk to your personal safety, the safety of your colleagues, and the integrity of the workplace. Following safety procedures is a fundamental requirement of your employment.

Required Corrective Action:

You are required to immediately comply with all safety protocols, including but not limited to: [List specific safety measures or required PPE]. Furthermore, you may be required to attend a mandatory safety retraining session on [Date/Time].

Please be advised that failure to improve your conduct or any further violations of safety procedures will lead to more severe disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Supervisor Signature]

[Supervisor Name]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the consequences of further safety violations.

[Employee Signature]

[Date]