

To: [Employee Name]

From: [Manager Name/Department]

Date: [Current Date]

Subject: First Written Warning: Improper Equipment Usage

Dear [Employee Name],

This letter serves as a formal first warning regarding your improper use of company equipment. On [Date of Incident], it was observed that you used [Name of Equipment] in a manner that violates company policy and safety protocols.

Description of Incident:

[Insert detailed description of the improper usage and any resulting damage or safety risks.]

Policy Violation:

Your actions are in violation of [Insert Policy Name/Section Number], which states that all employees must operate equipment according to [Manufacturer Guidelines/Company Safety Manual].

Required Corrective Action:

Moving forward, you are required to:

- Operate all equipment strictly according to safety manuals.
- Attend a mandatory retraining session on [Date] at [Time].
- Consult with a supervisor if you are unsure of correct operating procedures.

Consequences:

Failure to improve your conduct or further instances of improper equipment usage may lead to additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the expectations set forth.

Employee Signature

Date

Supervisor Signature