Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: First Written Warning for Failure to Wear Personal Protective Equipment (PPE)

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to comply with company safety regulations. Specifically, it has been noted that on [Date] at [Time], you were observed performing your duties without wearing the required Personal Protective Equipment (PPE), specifically: [List missing item, e.g., safety glasses, hard hat, steel-toed boots].

The use of PPE is a mandatory requirement of your position to ensure your personal safety and the safety of those around you. This incident is a violation of the following company policy: [Insert Policy Name/Section Number].

During our meeting on [Date], we discussed this matter. Your explanation was: [Briefly summarize employee's comment].

Effective immediately, you are required to wear all mandated PPE at all times while in designated work areas. Failure to comply with safety protocols in the future may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Manager Name]
[Manager Title]

Employee Acknowledgment:

I have received this warning and understand the expectations regarding the use of PPE.

_____
Employee Signature

_____
Date