Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: FINAL WRITTEN WARNING - PPE Noncompliance

Dear [Employee Name],

This letter serves as a formal final written warning regarding your continued failure to adhere to the company's safety protocols concerning Personal Protective Equipment (PPE).

Description of Violation:
On [Date of Incident], at approximately [Time], you were observed failing to wear the required [List specific equipment, e.g., safety glasses, hard hat, steel-toed boots] while performing your duties in [Location/Department]. This is a direct violation of [Company Name] Safety Policy Section [Policy Number].

Previous Actions:
Prior to this notice, you received the following disciplinary actions regarding similar safety violations:

- Verbal Warning issued on: [Date]
- Written Warning issued on: [Date]

Expectations:
Effective immediately, you are required to wear all mandated PPE at all times while in designated work areas. Failure to comply with safety regulations poses a significant risk to your own safety and the safety of your colleagues.

Consequences:
This is your final warning. Please be advised that any further violation of safety procedures or failure to wear required PPE will result in further disciplinary action, up to and including immediate termination of your employment.

Please sign below to acknowledge that you have received this warning and understand the consequences of further noncompliance.

_____
Manager/Supervisor Signature

_____
Employee Signature

_____

Date