Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Department: [Insert Department Name]

Subject: Formal Warning for Safety Gear Violation

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the company's safety regulations. It has been reported that on [Date of Incident], at approximately [Time], you were observed performing your duties without the required Personal Protective Equipment (PPE).

Details of Violation:
Specifically, you were found to be missing the following required gear: [List items, e.g., hard hat, safety goggles, steel-toed boots, high-visibility vest].

Policy Reference:
As outlined in the [Company Name] Employee Handbook and Safety Manual, all employees are required to wear the designated safety gear at all times while in [Specific Area/Work Site]. This policy is in place to ensure your personal safety and to maintain compliance with occupational health and safety standards.

Required Action:
Effective immediately, you are required to wear all mandated safety equipment while on duty. Failure to adhere to these safety protocols in the future will lead to further disciplinary action, which may include suspension or termination of employment.

Please sign below to acknowledge that you have received this warning and understand the safety requirements of your role.

Sincerely,

[Manager Signature]
[Manager Name]
[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed the safety requirements with my supervisor.

Employee Signature: _____ Date: _____