Date: [Date]

To: [Employee Name]
Employee ID: [ID Number]
Position: [Job Title]

From: [Supervisor/Manager Name]
Subject: Official Reprimand for Failure to Utilize Personal Protective Equipment (PPE)

Dear [Employee Name],

This letter serves as a formal reprimand regarding your failure to adhere to the company's safety protocols. Specifically, on [Date] at approximately [Time], it was observed that you were not wearing the required Personal Protective Equipment (PPE), consisting of [List specific missing equipment, e.g., safety glasses, hard hat, gloves], while performing your duties in [Location/Department].

Our safety policy explicitly requires the use of PPE to prevent workplace injuries and ensure compliance with [OSHA/Relevant Safety Authority] regulations. Your failure to utilize this equipment creates an unnecessary risk to your personal safety and the safety of those around you.

Please be advised that this is a violation of the [Company Name] Safety Manual, Section [Section Number]. Previous verbal warnings regarding this matter were provided on [Date of verbal warning, or "N/A"].

Immediate and sustained improvement is required. You are expected to wear all mandated PPE at all times while in designated work areas. Failure to comply with safety regulations in the future will result in further disciplinary action, up to and including termination of employment.

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

Please sign below to acknowledge that you have received and understood this reprimand.

Sincerely,

_____
[Supervisor Signature]

Employee Acknowledgment:

I acknowledge that I have received this written reprimand and understand the safety requirements of my position.

_____
[Employee Signature]

Date: _____