Date: [Insert Date]

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

Subject: Formal Warning Regarding Personal Protective Equipment (PPE) Infraction

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the company's health and 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), specifically: [List missing equipment, e.g., safety glasses, hard hat, steel-toed boots].

Safety is a core priority at [Company Name]. The use of PPE is mandatory under our safety policy and is a requirement of [Reference specific law or regulation, e.g., OSHA] to ensure your protection and the safety of those around you.

Prior to this incident, you received training on [Date of Training] regarding the correct use of safety gear. This failure to follow safety protocols is a serious matter that puts you at risk of injury and creates a liability for the company.

Corrective Action Required:
Effective immediately, you are required to wear all mandated PPE while in designated work areas. Failure to comply with safety standards in the future will result in further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed it with my supervisor. I understand the importance of PPE and agree to follow all safety protocols hereafter.

Signature: _____ Date: _____