Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Department: [Insert Department]

Subject: Disciplinary Action - Safety Equipment Negligence

Dear [Employee Name],

This letter serves as a formal [Warning/Reprimand/Notice] regarding your failure to comply with company safety protocols. On [Date of Incident], it was observed that you were not utilizing the required Personal Protective Equipment (PPE), specifically: [List items, e.g., safety glasses, hard hat, harness].

Our safety policy states that all employees must wear the appropriate gear to ensure a safe working environment and to prevent workplace injuries. Your failure to follow these procedures is a serious violation of company policy and safety regulations.

Required Corrective Action:

- Immediate compliance with all safety equipment requirements.
- Review of the Employee Safety Handbook by [Date].
- [Optional: Attendance at a mandatory safety retraining session].

Please be advised that further instances of safety negligence will lead to more severe disciplinary action, up to and including termination of employment.

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

Sincerely,

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

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the consequences of future safety violations.

Signature: _____ Date: _____