Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: Written Warning for Breach of Personal Protective Equipment (PPE) Policy

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to comply with the company's health and safety regulations, specifically the Personal Protective Equipment (PPE) policy.

Incident Details:

On [Date], at approximately [Time], it was observed that you were performing your duties at [Location/Department] without wearing the required [List missing equipment, e.g., safety glasses, steel-toed boots, hard hat].

Policy Violation:

Your failure to use the provided safety equipment is a direct violation of [Policy Number/Safety Manual Section]. This equipment is mandatory to ensure your safety and the safety of those around you.

Prior Discussions:

This warning follows [Previous verbal warning/Safety coaching] issued on [Date of previous discussion]. Despite these previous reminders, the required safety standards are not being met.

Required Action:

Effective immediately, you are required to wear all designated PPE at all times while in restricted or hazardous areas. Failure to adhere to safety protocols in the future may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the expectations set forth.

Sincerely,

_____
[Manager Name]
[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this written warning and understand the consequences of further policy violations.

_____
[Employee Signature]

Date: _____