Date: [Insert Date]

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

Subject: FORMAL WARNING - Failure to Use Required Safety Equipment

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with company safety regulations. On [Date of Incident], it was observed that you were not using the following required Personal Protective Equipment (PPE):

[List specific equipment, e.g., safety glasses, hard hat, steel-toed boots, etc.]

This behavior is a violation of our Health and Safety Policy and [Reference specific safety manual section if applicable]. These rules are in place to ensure your personal safety and the safety of your colleagues.

Required Corrective Action:
Effective immediately, you are required to wear all mandated safety equipment while in designated work areas. Failure to comply with safety protocols 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 safety requirements of your position.

Supervisor Signature: _____
Date: _____

Employee Signature: _____
Date: _____