Date: [Date]

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

Subject: SECOND WRITTEN WARNING - PPE SAFETY VIOLATION

Dear [Employee Name],

This letter serves as a formal second written warning regarding your failure to comply with company safety regulations concerning Personal Protective Equipment (PPE).

Incident Details:
On [Date], at approximately [Time], you were observed performing your duties without wearing the required [List specific PPE, e.g., safety glasses, steel-toed boots, helmet] in the [Location/Area]. This constitutes a direct violation of the company's Health and Safety Policy.

Previous Record:
You previously received a first written warning on [Date of First Warning] for a similar violation. Despite this prior notification, your compliance with safety protocols remains unsatisfactory.

Expectations:
Safety is a core requirement of your employment. You are required to wear all mandated PPE at all times while in designated work zones. Failure to do so endangers your personal safety and the safety of your colleagues.

Consequences:
Please be advised that this is a serious matter. Failure to immediately correct this behavior and sustain full compliance with safety standards will lead to further disciplinary action, which may include a final written warning, unpaid suspension, or termination of employment.

Employee Acknowledgment:
I acknowledge that I have received this warning and understand the consequences of further violations.

_____
Employee Signature

_____
Supervisor/Manager Signature

_____
Date