Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Job Title]

Subject: Formal Disciplinary Action: Refusal to Wear Personal Protective Equipment (PPE)

Dear [Employee Name],

This letter serves as a formal [Warning Level: e.g., Written Warning/Final Warning] regarding your failure to comply with the company's safety protocols. Specifically, it has been observed that on [Date] at [Time], you refused to wear the required Personal Protective Equipment (PPE) consisting of: [List items, e.g., safety glasses, hard hat, steel-toed boots].

The use of PPE is a mandatory requirement for your role as outlined in the [Company Name] Health and Safety Policy and [mention specific safety regulation if applicable]. Your refusal to utilize this equipment creates an unacceptable safety risk to yourself and others in the workplace.

Incident Details:
[Provide a brief description of the incident and any prior verbal warnings given].

Expectations:
Effective immediately, you are required to wear all designated PPE while performing your duties. Failure to comply with safety regulations 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 letter and understand the seriousness of this safety violation.

Sincerely,

[Manager/HR Representative Name]
[Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this disciplinary letter and have discussed the contents with my supervisor.

_____ _____

Employee Signature Date