Date: [Date]

To: [Employee Name]

From: [Manager Name/HR]

Subject: Official Written Reprimand: Safety and Protective Equipment Violation

Dear [Employee Name],

This letter serves as a formal written reprimand for your failure to comply with established workplace safety protocols and the mandatory use of Personal Protective Equipment (PPE).

Incident Details:
On [Date], at approximately [Time], it was observed that you were performing [Description of Task] without wearing the required [List missing equipment, e.g., safety glasses, steel-toed boots, helmet]. This occurred at [Location/Department].

Policy Violation:
Your actions constitute a direct violation of [Company Name]'s Health and Safety Policy, specifically Section [Section Number], which requires all employees to wear appropriate protective gear to prevent workplace injuries.

Previous Discussions:
[Mention any previous verbal warnings or training sessions regarding safety, or state "This issue has been previously discussed during your safety orientation."]

Required Action:
Effective immediately, you are required to wear all mandated PPE while on duty. Failure to follow safety regulations puts both you and your colleagues at risk and will not be tolerated. Further violations may lead to additional 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 matter.

_____
Employee Signature

_____
Date

_____
Supervisor/Manager Signature