Date: [Insert Date]

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

Subject: Formal Warning regarding Non-Compliance with PPE Policy

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to wear the required Personal Protective Equipment (PPE) while performing your duties on [Date] at [Time].

Specifically, it was observed that you were not wearing the following required item(s):

- [Insert specific PPE, e.g., Safety goggles, Hard hat, High-visibility vest, etc.]

Our company safety policy and [Insert local health/safety authority, e.g., OSHA] regulations require all employees to use appropriate PPE to ensure a safe working environment and to prevent workplace injuries. Failure to follow these safety protocols poses a serious risk to your safety and the safety of your colleagues.

Please be advised that immediate compliance with all safety regulations is required. You are expected to wear all assigned PPE at all times while in designated work areas. Failure to comply with these safety standards in the future may result in further disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file.

Please sign below to acknowledge that you have received this letter and understand the safety requirements of your role.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the importance of following all PPE and safety guidelines.

Signature: _____ Date: _____