

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: FINAL WRITTEN WARNING - SAFETY PROTOCOL VIOLATION

Dear [Employee Name],

This letter serves as a formal final written warning regarding your failure to comply with company safety protocols. On [Date of Incident], it was observed that you violated the following safety policy: [Description of Violation, e.g., failure to wear PPE, bypassing machine guards, etc.].

This behavior is a direct violation of [Company Name]'s Safety Policy, specifically [Reference Policy Number or Section]. Your actions created a significant risk to the health and safety of yourself and your colleagues.

Please note that you have previously received the following disciplinary actions regarding safety or related conduct:

- [Date]: [Type of Warning, e.g., Verbal Warning]
- [Date]: [Type of Warning, e.g., First Written Warning]

Required Corrective Action:

Effective immediately, you are required to strictly adhere to all safety regulations and standard operating procedures. You must complete [Training Name/Recertification] by [Deadline Date].

Consequences:

This is your final warning. Failure to immediately correct this behavior or any further violation of company safety policies will result in further disciplinary action, up to and including the termination of your employment.

Please sign below to acknowledge that you have received this warning and understand the consequences of further violations.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____