

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: FINAL WRITTEN WARNING - SAFETY BREACH

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your failure to comply with company safety protocols and health regulations. This warning follows a recent incident that occurred on [Date of Incident] at [Location/Time].

Description of the Breach:

On the date mentioned above, it was observed that you [provide a clear, factual description of the safety violation, e.g., failed to wear required PPE, bypassed a machine guard, or operated machinery without authorization].

Previous Warnings:

Our records indicate that you have previously received the following disciplinary actions regarding safety or conduct:

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

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

Impact and Expectations:

Your actions represent a serious violation of the [Company Name] Safety Policy and jeopardize the well-being of yourself and your colleagues. Safety is a core requirement of your employment. Effective immediately, you are expected to adhere to all safety procedures without exception.

Consequences:

Please be advised that this is a **Final Written Warning**. Any further safety violations or failure to meet performance expectations will lead to further disciplinary action, up to and including the immediate termination of your employment.

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

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the seriousness of the situation. I understand that further violations will lead to termination of employment.

Employee Signature

Date