

Date: [Date]

To: [Employee Name]

Position: [Job Title]

From: [Manager Name]

Subject: Final Written Warning: Repeated Safety Protocol Violations

Dear [Employee Name],

This letter serves as a formal final written warning regarding your continued failure to adhere to company safety protocols. Despite previous discussions and warnings issued on [Date(s) of previous warnings], your conduct has not met the required safety standards of [Company Name].

Description of Violation:

On [Date of most recent incident], the following violation was observed: [Insert detailed description of the safety breach].

Impact:

Safety protocols are in place to protect you, your colleagues, and company property. These repeated violations create an unacceptable risk of injury and liability. Your failure to comply with these rules demonstrates a disregard for workplace safety and company policy.

Required Improvement:

Effective immediately, you are required to strictly follow all safety procedures, including but not limited to:

- [Specific safety rule 1]
- [Specific safety rule 2]
- [Specific safety rule 3]

Consequences:

Please be advised that this is your final warning. Failure to show immediate and sustained improvement, 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 letter and understand the seriousness of this warning.

Employee Signature

Date

Manager Signature

Date