

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Position:** [Insert Job Title]

**Subject: FINAL WRITTEN WARNING - Violation of Workplace Safety Protocols**

Dear [Employee Name],

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

This behavior is a direct violation of [Company Name] Safety Policy Section [Policy Number/Name]. This incident is particularly serious as it follows previous disciplinary action(s) issued on [Date(s) of Previous Warnings] regarding similar safety concerns.

Compliance with safety regulations is a mandatory requirement of your employment. Your actions created a hazardous environment for yourself and your colleagues. [Company Name] maintains a zero-tolerance policy for repeat safety infractions that jeopardize workplace security.

**Required Corrective Action:**

- Immediate and consistent adherence to all safety protocols and procedures.
- Completion of a mandatory safety retraining session on [Date/Time].
- [Insert any other specific requirements].

**Consequences of Further Violation:**

Please be advised that this is your final warning. Any further violation of safety protocols or any other company policy will result in 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,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

I acknowledge that I have received this letter and understand the seriousness of this warning and the potential consequences of future violations.

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Employee Signature

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Date