

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: FINAL WRITTEN WARNING - SAFETY NONCOMPLIANCE

Dear [Employee Name],

This letter serves as a formal final written warning regarding your continued failure to comply with established safety protocols and regulations. This action is being taken following previous discussions and warnings regarding your safety conduct.

Details of Recent Incident:

On [Date of Incident], at approximately [Time], it was observed that you [Description of safety violation, e.g., failed to wear required PPE, bypassed a machine guard, etc.]. This incident occurred at [Location].

Safety Standards Violated:

Your actions are a direct violation of [Policy Name/Safety Manual Section], which states: "[Quote or summary of the rule]."

Previous Warnings:

You have previously received the following notifications regarding safety concerns:

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

Required Improvements:

Effective immediately, you are required to adhere to all safety policies without exception. Specifically, you must:

- [Specific Action 1]
- [Specific Action 2]
- Attend mandatory safety retraining on [Date, if applicable]

Consequences:

Please be advised that this is your final warning. Safety is a core requirement of your employment. Failure to show immediate and sustained improvement, or any further violation of safety procedures, will result in further disciplinary action, up to and including termination of your employment.

Please sign below to acknowledge that you have received this warning and understand the seriousness of the situation.

Supervisor/Manager Signature

Employee Signature

Date