

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Job Title]

Subject: FINAL WRITTEN WARNING - Endangering Workplace Safety

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your failure to adhere to company safety protocols. On [Date of Incident], it was observed that you engaged in the following conduct: [Provide a detailed description of the safety violation].

Your actions constitute a serious breach of our Health and Safety Policy and have put yourself and your colleagues at significant risk. Specifically, you violated the following safety rule(s): [List specific policy or safety regulation].

Previous Warnings:

You have previously received the following disciplinary actions regarding safety or related conduct:

- [Type of Warning/Date]
- [Type of Warning/Date]

Required Improvement:

Effective immediately, you are required to comply with all safety regulations, including but not limited to:

- Strict adherence to [Specific Safety Procedure].
- Consistent use of Personal Protective Equipment (PPE).
- [Additional specific requirement].

Consequences:

Please be advised that this is your Final Written Warning. Failure to show immediate and sustained improvement in your safety performance, or any further violation of company policy, will result in further disciplinary action, up to and including the termination of your employment.

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

Sincerely,

[Manager Name]
[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the consequences of further safety violations.

[Employee Signature]

[Date]