

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: FINAL WRITTEN WARNING - Failure to Follow Safety Protocols

Dear [Employee Name],

This letter serves as a formal final written warning regarding your continued failure to adhere to the company's established safety protocols and procedures.

Description of Incident:

On [Date of Incident], it was observed that you failed to follow the safety regulation regarding [Specific Violation, e.g., wearing personal protective equipment / locking out machinery / following chemical handling procedures]. Specifically, [Detailed Description of the Breach].

Previous Counseling/Warnings:

This issue has been addressed with you on the following previous occasions:

- [Date of Verbal Warning] - Verbal Warning
- [Date of Written Warning] - First Written Warning

Impact of Violation:

Failure to follow safety protocols creates an unacceptable risk of injury to yourself, your colleagues, and the company. Adherence to safety regulations is a fundamental requirement of your employment.

Required Improvements:

Effective immediately, you are required to comply with all safety instructions and standard operating procedures. You must [Specific Corrective Action, e.g., attend a safety retraining session on Date].

Consequences of Further Non-Compliance:

Please be advised that this is your **final warning**. Any further violations of safety policies or any other company procedures will lead to further disciplinary action, up to and including the immediate termination of your employment.

Please acknowledge receipt of this letter by signing below.

Regards,

[Signature]

[Name of Manager/HR Representative]

[Title]

Employee Acknowledgment:

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

[Employee Signature]

[Date]