

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: FINAL WRITTEN WARNING - Severe Safety Protocol Violation

Dear [Employee Name],

This letter serves as an official Final Written Warning regarding your conduct on [Date of Incident]. It has been determined that you have committed a severe violation of the company's safety protocols, specifically: [Describe specific safety rule or procedure violated].

Description of Incident:

On [Date], at approximately [Time], the following occurred: [Provide a detailed description of the unsafe act and the potential risks or injuries that could have resulted].

Impact of Violation:

Your actions directly bypassed safety measures designed to protect yourself and your colleagues. This behavior is a breach of your employment contract and the company's health and safety policy, posing an unacceptable risk to workplace operations.

Previous Warnings:

[List any prior verbal or written warnings, or state: "While this may be your first formal warning, the severity of this safety breach warrants an immediate move to a Final Written Warning level."]

Required Corrective Action:

Effective immediately, you are required to:

1. Strictly adhere to all company safety manuals and procedures.
2. Complete mandatory safety retraining on [Date/Time].
3. [Insert any other specific requirements].

Consequences:

Please be advised that this is a **Final Written Warning**. Your performance and adherence to safety protocols will be closely monitored. Any further violation of safety procedures or any other company policies will lead to 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,

[Signature]
[Name of Manager/Supervisor]
[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed it with my supervisor. I understand the seriousness of this matter and the consequences of future violations.

Signature: _____ Date: _____