

[Company Name]

[Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

RE: FINAL WRITTEN WARNING - VIOLATION OF COMPANY SAFETY POLICY

Dear [Employee Name],

This letter serves as a formal final written warning regarding your failure to comply with company safety protocols. On [Date of Incident], it was observed that you were in violation of the following safety policy: [Describe policy, e.g., Failure to wear Personal Protective Equipment (PPE)].

The details of the incident are as follows: [Provide brief description of the specific behavior or event].

This conduct is a direct violation of [Policy Number/Name] as outlined in the Employee Handbook. Previous discussions/warnings regarding your safety performance were held on [Date of previous warnings, if any].

Safety is a core value of this company. Your actions not only put yourself at risk but also jeopardize the safety of your colleagues. Immediate and sustained improvement is required. You are expected to strictly adhere to all safety regulations moving forward.

Please be advised that this is your final warning. Any further violation of safety policies or any other company regulations 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,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I have received a copy of this warning and understand its contents.

[Employee Signature]

[Date]