

Date: [Current Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Position: [Job Title]

SUBJECT: FINAL NOTICE - SAFETY PROTOCOL INFRACTION

Dear [Employee Name],

This letter serves as a formal final notice regarding your continued failure to adhere to the company's established safety protocols. Despite previous discussions and warnings issued on [Date of Previous Warning], it has been observed that you have again violated safety regulations.

Incident Details:

On [Date of Infraction], at approximately [Time], the following violation occurred:
[Detailed description of the safety violation and the specific protocol breached].

Required Corrective Action:

Effective immediately, you are required to comply with all safety procedures, specifically: [List specific safety requirements]. Failure to maintain 100% compliance will result in further disciplinary action, up to and including immediate termination of your employment.

Acknowledgement:

By signing below, you acknowledge that you have received this final warning and understand the gravity of the situation. You are also confirming your understanding that no further warnings will be issued regarding safety violations.

Employee Signature

Supervisor/Manager Signature

Date Signed