

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: FINAL WRITTEN WARNING: Failure to Follow Mandatory Safety Protocols

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your continued failure to adhere to the company's mandatory safety protocols. Despite previous [verbal/written] warnings issued on [Date(s) of previous warnings], you have again failed to comply with established safety standards.

Description of Incident:

On [Date], at approximately [Time], the following violation was observed: [Describe specific safety violation, e.g., failure to wear PPE, bypassing machine guards, or ignoring lockout/tagout procedures].

Impact:

Your failure to follow these protocols creates an unacceptable risk of injury to yourself and your colleagues. Adherence to safety regulations is a fundamental requirement of your employment and is non-negotiable.

Required Action:

Effective immediately, you are required to strictly follow all safety guidelines as outlined in the [Employee Handbook/Safety Manual]. You must [List specific corrective actions, e.g., wear a hard hat at all times in the warehouse].

Consequences:

Please be advised that this is your final warning. Any further violation of safety protocols or any other company policy will result in further disciplinary action, up to and including the immediate termination of your employment.

A copy of this warning 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 understand the consequences of future violations.

[Employee Signature]

[Date]