

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Department: [Department Name]

Subject: FINAL WRITTEN WARNING - SAFETY NEGLIGENCE

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your failure to comply with established safety protocols. This warning follows previous disciplinary actions/discussions held on [Date of previous warnings] regarding similar safety concerns.

Details of the Incident:

On [Date of incident], at approximately [Time], it was observed that you were in violation of the following safety policy: [Describe specific negligence, e.g., failure to wear PPE, bypassing machine guards, or operating machinery without authorization].

Impact of Negligence:

Your actions on this date created a significant risk to your own personal safety and the safety of your colleagues. Such negligence is a direct violation of [Company Name]'s safety manual and health regulations.

Required Corrective Action:

Effective immediately, you are required to:

1. Strictly adhere to all safety procedures and guidelines.
2. [Insert specific requirement, e.g., Attend a mandatory safety retraining session].
3. Ensure all required safety equipment is utilized correctly at all times.

Consequences:

Please be advised that this is a final warning. Failure to demonstrate immediate and sustained improvement in your adherence to safety standards, or any further safety violations, will result in further disciplinary action, up to and including the termination of your employment.

A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

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

[Employee Signature]

Date: _____