

**Date:** [Date]

**To:** [Employee Name]

**From:** [Supervisor Name]

**Subject:** Record of Verbal Warning - Safety Policy Violation

Dear [Employee Name],

This letter serves as formal documentation of the verbal warning issued to you on [Date of Discussion] regarding a violation of company safety policies.

**Description of Violation:**

On [Date of Incident], it was observed that you were in violation of the following safety protocol: [Describe the specific incident and the safety rule that was broken, e.g., failure to wear required PPE, operating machinery without a guard, etc.].

**Impact of Violation:**

Safety policies are implemented to ensure the well-being of all employees and the integrity of our workplace. Your actions on this occasion [Briefly describe the risk, e.g., created a potential fall hazard / put yourself and others at risk of injury].

**Required Corrective Action:**

Moving forward, you are required to strictly adhere to all safety guidelines as outlined in the [Company Safety Manual/Employee Handbook]. Specifically, you must [Detail the specific behavior expected].

**Consequences of Further Violations:**

Please be advised that this verbal warning is the first step in our disciplinary process. Failure to comply with safety regulations in the future may result in further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Supervisor Signature]

[Supervisor Printed Name]

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**Employee Acknowledgment:**

I acknowledge that I have received this verbal warning and understand the safety expectations discussed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_