

**To:** [Employee Name]

**From:** [Supervisor Name]

**Date:** [Date]

**Subject:** First Written Warning: Safety Policy Violation

Dear [Employee Name],

This letter serves as a formal written warning regarding your violation of company safety policies. On [Date of Incident], it was observed that you were in breach of the following safety protocol: [Describe the violation, e.g., failure to wear personal protective equipment, improper use of machinery, etc.].

Safety is a core value at [Company Name]. These policies are in place to ensure your personal safety and the safety of your colleagues. Your failure to adhere to these standards creates an unnecessary risk of injury and is a violation of the Employee Handbook.

**Required Corrective Action:**

Immediate and sustained compliance with all safety regulations is required. Specifically, you must [List specific actions the employee must take]. Additionally, you may be required to attend a safety retraining session on [Date/Time].

Please be advised that further violations of safety policies or any other company regulations may lead to additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the expectations moving forward.

Sincerely,

[Signature of Supervisor]

[Name of Supervisor]

[Title]

**Employee Acknowledgment:**

I acknowledge that I have received this written warning and have discussed it with my supervisor.

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[Employee Signature]

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[Date]