

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

From: [Supervisor/Manager Name]

Subject: SECOND WRITTEN WARNING: Safety Violation

Dear [Employee Name],

This letter serves as a formal second written warning regarding your continued failure to adhere to company safety protocols. Despite a previous warning issued on [Date of First Warning], your conduct has again failed to meet the required safety standards of [Company Name].

Incident Details:

On [Date of Incident], at approximately [Time], the following violation occurred: [Provide a detailed description of the safety violation and the specific policy breached].

Impact of Violation:

Your failure to follow established safety procedures creates a hazardous environment for yourself, your colleagues, and the company. Adherence to safety rules is a mandatory condition of your employment.

Corrective Action Required:

Effective immediately, you are required to:

- Strictly follow all company safety manuals and procedures.
- [Specify additional training or retraining if required].
- [Specify any other remedial steps].

Consequences:

Please be advised that this is your second formal warning. Failure to show immediate and sustained improvement, or any further violations of safety policy, will result in further disciplinary action, up to and including termination of your employment.

Acknowledgment:

I acknowledge that I have received this warning and have discussed it with my supervisor. My signature does not necessarily indicate agreement with the contents, but confirms receipt of the document.

Employee Signature

Date

Supervisor Signature

Date