Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Position: [Insert Job Title]

Subject: FINAL WRITTEN WARNING - Breach of Safety Protocols

Dear [Employee Name],

This letter serves as a formal final written warning regarding your failure to comply with company safety protocols. On [Date of Incident], it was observed that you [Description of Breach, e.g., failed to wear required PPE / bypassed a machine guard].

This behavior is a direct violation of [Company Name]'s Safety Policy and Occupational Health and Safety standards. This incident is particularly serious because [Reason, e.g., it follows previous verbal and written warnings issued on Date / it created an immediate danger to yourself and others].

Required Corrective Action:
Effective immediately, you are required to adhere to all safety procedures without exception. You must also [Insert specific requirement, e.g., complete a safety retraining course by Date].

Consequences of Further Non-Compliance:
Please be advised that this is your final warning. Any further violation of safety protocols or failure to maintain satisfactory performance standards 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.

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____