

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID Number]

**Department:** [Insert Department Name]

**Subject:** Formal Warning for Safety Apparel Violation

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the company's safety protocols. It has been reported that on [Date of Incident], at approximately [Time], you were observed performing your duties without the required Personal Protective Equipment (PPE).

Specifically, you were found to be in violation of the following policy: [Insert Specific Rule, e.g., Failure to wear steel-toed boots / safety goggles / high-visibility vest].

Our safety regulations are in place to protect you and your colleagues from workplace hazards. Failure to wear the required apparel creates an unnecessary risk of injury and is a direct violation of the Employee Handbook and Occupational Health and Safety standards.

**Required Action:**

Effective immediately, you are required to wear all mandated safety apparel while on duty. Further violations of safety procedures 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,

[Your Name]

[Your Title]

[Company Name]

**Employee Acknowledgment:**

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