

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: First Written Warning for Safety Protocol Violation

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to comply with established company safety protocols. On [Date of Incident], at approximately [Time], the following safety violation was observed:

[Insert detailed description of the violation, e.g., failure to wear required PPE, operating machinery without authorization, or bypassing a safety guard.]

This behavior is in direct violation of company policy [Reference Policy Number/Name]. Adherence to safety regulations is mandatory to ensure your well-being and the safety of your colleagues.

Required Corrective Action:

Effective immediately, you are required to follow all safety procedures without exception. You may also be required to attend a mandatory safety retraining session on [Date/Time].

Please be advised that further violations of safety protocols may lead to additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the safety expectations required of me.

[Employee Signature]

[Date]