

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: SECOND WARNING LETTER - Safety Protocol Violation

Dear [Employee Name],

This letter serves as a formal second warning regarding your repeated failure to comply with company safety protocols. On [Insert Date of Second Incident], it was observed that you violated the following safety rule: [Insert Description of Violation, e.g., failure to wear eye protection].

This is a follow-up to the first warning issued to you on [Insert Date of First Warning] for a similar safety infraction. Despite the previous warning and a review of our safety policies, your failure to adhere to these standards continues to pose a risk to yourself and your colleagues.

Safety is a core priority at [Company Name]. Immediate and sustained improvement is required. You are expected to strictly follow all safety guidelines moving forward. Failure to comply with these regulations will result in further disciplinary action, up to and including termination of employment.

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

Please sign below to acknowledge that you have received this letter and understand the consequences of future violations.

Sincerely,

[Your Name]

[Your Title]

Employee Signature

Date