

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

From: [Manager Name/HR Department]

Subject: FINAL WRITTEN WARNING: Severe Safety Protocol Violation

Dear [Employee Name],

This letter serves as a formal final warning regarding your failure to comply with established safety protocols. On [Date of Incident], it was reported and confirmed that you were involved in a severe safety violation, specifically: [Describe the incident in detail].

This behavior is a direct violation of company safety policy [Policy Number/Name]. Such actions pose a significant risk to your personal safety, the safety of your colleagues, and the integrity of company operations.

Previous Actions:

Records indicate that you have previously received [List previous warnings or training] regarding safety standards. Despite these measures, your conduct has not met the required expectations.

Required Corrective Action:

Effective immediately, you are required to:

- Adhere to all safety procedures and regulations without exception.
- Complete mandatory safety retraining on [Date].
- [Insert any other specific requirement].

Consequences:

Please be advised that this is your final warning. Any further violation of safety protocols or failure to follow company policy will result in immediate termination of your employment.

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

Sincerely,

[Signature]

[Name of Manager/Supervisor]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the seriousness of this matter and the consequences of future violations.

Signature: _____ Date: _____