

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Warning Letter for Personal Protective Equipment (PPE) Violation

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with company safety regulations concerning the use of Personal Protective Equipment (PPE).

On [Date of Incident], at approximately [Time], it was observed that you were not wearing the required [List specific equipment, e.g., safety glasses, hard hat, steel-toed boots] while performing your duties in [Location/Area].

Our safety policy explicitly states that all employees must wear the designated PPE to prevent workplace injuries and ensure a safe environment. Your failure to follow these protocols is a serious violation of company policy and puts your safety, as well as the safety of your colleagues, at risk.

Required Corrective Action:

Effective immediately, you are required to wear all mandatory PPE at all times while in designated work areas. Further violations of safety procedures may lead to more severe disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the safety requirements of your role.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed it with my supervisor. I understand the importance of PPE and agree to comply with all safety regulations moving forward.

Signature: _____ Date: _____