

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: Formal Warning for Unsafe Machinery Operation

Dear [Employee Name],

This letter serves as a formal warning regarding your operation of machinery on [Date of Incident] at approximately [Time].

It has been reported and confirmed that you were operating the [Name of Machine] in an unsafe manner. Specifically, the following safety violation(s) occurred:

- [Description of specific safety violation, e.g., removal of safety guards]
- [Description of specific safety violation, e.g., failure to wear required PPE]
- [Description of specific safety violation, e.g., operating at excessive speed]

These actions are a direct violation of the company's Health and Safety Policy and [Reference specific safety manual or rule]. Operating machinery unsafely poses a significant risk of injury to yourself and your colleagues, as well as potential damage to company equipment.

Required Corrective Actions:

1. Immediately cease all unsafe work practices.
2. Strictly adhere to all safety protocols and equipment operating manuals.
3. [Optional: Attend a mandatory safety retraining session on Date/Time].

Please be advised that further instances of safety violations or failure to follow operational procedures may lead to more severe disciplinary action, up to and including termination of employment.

We value your safety and the safety of all employees. We expect to see immediate and sustained improvement in your adherence to safety standards.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the safety requirements of my role.

Employee Signature

Date