

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID]

Position: [Job Title]

Subject: Formal Warning for Lockout/Tagout (LOTO) Procedure Violation

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the company's established Lockout/Tagout (LOTO) safety procedures. Safety is a core value of our organization, and strict adherence to these protocols is mandatory to prevent serious injury or death.

Details of Incident:

On [Date of Incident], at approximately [Time], it was observed that you were performing [Maintenance/Service Task] on [Machine/Equipment Name/ID] without following the required LOTO steps. Specifically, you failed to: [Description of specific violation, e.g., apply personal locks, bleed stored energy, or verify isolation].

Safety Impact:

Your actions created a hazardous condition that placed yourself and your coworkers at risk of accidental equipment startup or release of hazardous energy. Such violations are considered a serious breach of our safety policy and Occupational Safety and Health Administration (OSHA) standards.

Required Corrective Action:

1. You must immediately review the company LOTO Safety Manual.
2. You are required to attend a LOTO refresher training session on [Date/Time].
3. You must demonstrate 100% compliance with all safety protocols moving forward.

Consequences:

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

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the seriousness of the violation. I agree to follow all company safety procedures in the future.

Employee Signature: _____ Date: _____