

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department]

**Subject: Formal Warning for Fire Safety Protocol Violation**

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the company's established fire safety protocols. On [Date of Incident], at approximately [Time], the following violation was observed:

[Insert description of violation, e.g., blocking a fire exit, tampering with smoke detectors, unauthorized use of heating appliances, or failing to evacuate during a drill].

Fire safety regulations are in place to ensure the protection and well-being of all employees. Violating these protocols creates an unnecessary risk to life and property. Such conduct is considered a serious breach of our workplace safety policy.

You are required to immediately rectify this behavior and strictly adhere to all safety guidelines moving forward. Please be advised that further violations may lead to more severe disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this warning and your understanding of the safety requirements.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Acknowledgment of Receipt:**

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Employee Signature

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Date