

To: [Employee Name]

Position: [Employee Job Title]

Date: [Date]

Subject: Formal Warning - Failure to Report Safety Hazards

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to adhere to the company's safety protocols. It has come to our attention that on [Date], you observed a safety hazard regarding [Brief Description of Hazard] but failed to report it to your supervisor or the safety department.

Maintaining a safe work environment is a primary responsibility for every employee. Our company policy clearly states that all hazards, near-misses, or unsafe conditions must be reported immediately to prevent accidents and injuries. Your failure to report this incident created an unnecessary risk to yourself and your colleagues.

We expect you to follow all safety guidelines moving forward. You are required to:

- Immediately report any observed equipment malfunctions or environmental hazards.
- Participate in any required safety retraining sessions.
- Strictly follow the safety reporting procedures outlined in the Employee Handbook.

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

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the expectations for future conduct.

[Employee Signature]

[Date]