

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Formal Warning Letter - Smoking in Restricted Safety Zone

Dear [Employee Name],

This letter serves as a formal warning regarding your violation of the company's safety regulations. It has been reported and confirmed that on [Date] at approximately [Time], you were observed smoking in [Specific Location/Zone].

The area mentioned above is strictly designated as a Restricted Safety Zone due to the presence of [mention hazards, e.g., flammable materials, chemicals, or sensitive equipment]. Smoking in this area poses a severe fire hazard and jeopardizes the safety of all personnel and company property.

This behavior is a direct violation of Section [Insert Section Number] of the [Company Name] Employee Handbook and our Occupational Health and Safety Policy.

You are required to adhere to the following immediately:

- Cease smoking in all unauthorized or restricted areas.
- Use only the designated smoking areas provided by the company.
- Review the company's Safety and Fire Prevention guidelines.

Please be advised that further violations of safety protocols will lead to more severe disciplinary actions, which may include suspension or termination of employment.

A copy of this warning will be placed in your permanent personnel file. If you wish to provide a written statement regarding this incident, please submit it to the HR department within [Number] days.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the safety policies of the company.

Signature: _____ Date: _____