

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Formal Warning - Unsafe Vehicle Operation

Dear [Employee Name],

This letter serves as a formal warning regarding your operation of a vehicle on company property. On [Date of Incident], at approximately [Time], it was reported/observed that you engaged in the following unsafe driving behavior: [Describe incident, e.g., speeding, failure to stop, reckless maneuvering].

This conduct is a direct violation of the company's Safety Policy and Vehicle Operation Guidelines. Maintaining a safe environment for all employees, pedestrians, and property is a primary priority of this organization.

Please be advised that you are required to adhere to all posted speed limits and safety protocols immediately. Failure to comply with these regulations or any further instances of unsafe vehicle operation will lead to further disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file. We trust that you will take the necessary steps to ensure your driving habits align with company safety standards moving forward.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the safety expectations required of me.

Employee Signature

Date