

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Formal Warning Letter: Improper Material Handling Safety Violation

Dear [Employee Name],

This letter serves as a formal warning regarding a safety violation that occurred on [Date of Incident] at approximately [Time]. It was observed that you failed to follow established safety protocols regarding material handling.

Description of Incident:

[Provide a brief, factual description of the violation, e.g., lifting heavy loads without assistance, improper use of a forklift, failure to wear PPE, or obstructing walkways.]

Policy Violated:

Your actions were in violation of [Company Name] Safety Policy Section [Policy Number/Name], which requires all employees to [Briefly state the correct safety rule].

Required Corrective Action:

Effective immediately, you are required to adhere to all safety guidelines. You must also complete the following steps:

- Review the Employee Safety Handbook regarding Material Handling.
- Attend a mandatory safety retraining session on [Date/Time].
- [Insert any other specific requirement].

Consequences:

Safety is a top priority at [Company Name]. Please be advised that further violations of safety protocols may result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the required improvements.

Sincerely,

[Manager/Supervisor Name]
[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed it with my supervisor.

[Employee Signature]

Date: _____