

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Warning Letter for Unauthorized Access to Hazardous Areas

Dear [Employee Name],

It has been reported and confirmed that on [Date of Incident], at approximately [Time], you entered the following restricted area: [Insert Specific Area Name/Location].

This area is strictly designated as a hazardous zone due to [mention brief reason, e.g., high voltage, chemical exposure, or heavy machinery]. Access to this area is prohibited to all personnel except those with specific authorization and the required Personal Protective Equipment (PPE).

By entering this area without permission, you have violated company safety protocols and put yourself and others at risk. Compliance with safety boundaries is a mandatory condition of your employment.

This letter serves as a formal warning. You are required to strictly adhere to all safety signage and restricted area protocols moving forward. Please be advised that any further safety violations may lead to more severe disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the seriousness of this safety breach.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____