

Date: [Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Performance Improvement Plan (PIP) - Safety Protocol Violation

Dear [Employee Name],

This letter serves as a formal Performance Improvement Plan (PIP) following your recent violation of company safety protocols. Maintaining a safe work environment is a fundamental requirement of your position, and failure to adhere to established safety standards poses a risk to yourself and your colleagues.

Description of Violation:

On [Date], the following safety incident occurred: [Provide detailed description of the violation, including specific rules or policies breached].

Required Improvements:

- Immediate and consistent compliance with all company safety policies and procedures.
- Completion of mandatory safety re-training by [Date].
- [Insert specific corrective action, e.g., Correct use of Personal Protective Equipment (PPE)].
- Active participation in daily safety briefings.

Timeline:

This PIP is effective immediately and will remain in place for a period of [Number] days, ending on [End Date]. We will meet on a [Weekly/Bi-weekly] basis to review your progress.

Consequences:

Failure to demonstrate immediate and sustained improvement in following safety protocols, or any further safety violations during this period, may result in further disciplinary action, up to and including termination of employment.

Acknowledgment:

I have read and understand the expectations outlined in this Performance Improvement Plan.

Employee Signature

Date

Supervisor Signature

Date