

**Date:** [Date]

**To:** [Employee Name]

**From:** [Manager Name]

**Subject:** Confirmation of Verbal Warning - Failure to Follow Safety Procedures

Dear [Employee Name],

This letter serves as a formal confirmation of the verbal warning issued to you on [Date of Verbal Warning] regarding your failure to follow established safety procedures.

**Details of the Incident:**

On [Date of Incident], it was observed that you [Describe the specific safety violation, e.g., failed to wear required PPE / bypassed a machine guard / failed to follow lockout-tagout protocols].

**Policy Reference:**

Adherence to safety protocols is a fundamental requirement of your role. This behavior is a violation of [Company Name]'s Health and Safety Policy, specifically [Reference specific rule or manual section if applicable].

**Required Improvement:**

You are required to follow all safety regulations immediately and consistently. Failure to comply with safety standards puts yourself and your colleagues at risk. Further instances of non-compliance may lead to additional disciplinary action, up to and including termination of employment.

**Support:**

If you require additional training or clarification on any safety procedures, please contact [Name/Department] immediately.

A copy of this confirmation will be placed in your personnel file.

Sincerely,

[Manager Signature]

[Manager Name]

[Job Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning and understand the expectations for future conduct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_