

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: Second Formal Written Warning - Safety Protocol Violation

Dear [Employee Name],

This letter serves as a second formal written warning regarding your failure to comply with established company safety protocols. On [Date of Incident], it was observed that you were in violation of the following safety policy: [Description of Violation, e.g., failure to wear eye protection].

This matter is of serious concern as a previous formal warning was issued to you on [Date of First Warning] for a similar safety infraction. Despite the prior counseling and training provided, your adherence to safety standards remains unsatisfactory.

Compliance with safety regulations is a mandatory requirement of your employment to ensure your well-being and the safety of your colleagues. Your failure to follow these rules creates an unnecessary risk in the workplace.

Required Corrective Action:

- Immediate and consistent adherence to all company safety manuals and procedures.
- Participation in a mandatory safety retraining session scheduled for [Date/Time].
- [Additional Action Item, if applicable].

Please be advised that this is a final warning. Failure to show immediate and sustained improvement, or any further violations of safety protocols, will lead to further disciplinary action, up to and including termination of your employment.

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

Regards,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the consequences of further violations.

[Employee Signature]

Date: _____