MEMORANDUM

TO: [Employee Name]
FROM: [Manager/Supervisor Name]
DATE: [Insert Date]
SUBJECT: Formal Coaching: Noncompliance With Safety Regulations

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1. Purpose of Memorandum

The purpose of this memorandum is to formally document a coaching session regarding your failure to comply with established company safety regulations. The goal of this communication is to ensure you understand the importance of workplace safety and the expectations moving forward.

2. Incident Description

On [Date], at approximately [Time], the following safety violation was observed: [Insert detailed description of the violation, e.g., failure to wear PPE, improper use of machinery, or bypassing a safety guard].

3. Policy Reference

This behavior is a violation of [Company Name]'s safety policy, specifically Section [Insert Policy Number/Name], which states: "[Insert brief quote or summary of the rule]." Failure to follow these rules creates an unnecessary risk of injury to yourself and your colleagues.

4. Expected Improvements

Effective immediately, you are required to:

- Adhere to all safety protocols and equipment requirements at all times.
- Participate in a safety retraining session scheduled for [Date/Time].
- Notify your supervisor immediately if you encounter a safety hazard or are unsure of a procedure.

5. Consequences of Further Noncompliance

Please be advised that this coaching memorandum is intended to be corrective. However, further instances of noncompliance with safety regulations may lead to formal disciplinary action, up to and including termination of employment.

6. Acknowledgment

By signing below, you acknowledge that you have received this coaching and understand the safety expectations outlined above.

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Employee Signature

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Supervisor Signature