

Date: [Insert Date]

To: [Recipient Name/Employee Name]

Position: [Job Title]

Department: [Department Name]

Subject: FORMAL WARNING: Health and Safety Violation

Dear [Recipient Name],

This letter serves as a formal warning regarding a health and safety hazard identified on [Date] at [Location/Workstation].

It has been observed that the following safety protocol was breached:

[Describe the hazard or behavior, e.g., failure to wear PPE, blocking emergency exits, improper chemical storage].

This behavior is a violation of the company's Health and Safety Policy and poses a significant risk to your safety and the safety of your colleagues. Specifically, this breach violates [Insert specific policy number or regulation].

Required Corrective Actions:

- [Action 1: e.g., Immediate use of required safety gear]
- [Action 2: e.g., Completion of mandatory safety retraining by Date]
- [Action 3: e.g., Removal of obstructions from designated areas]

Please be advised that further violations of health and safety regulations may lead to additional disciplinary action, up to and including termination of employment.

We prioritize the well-being of all staff and expect full compliance with safety standards moving forward. Please sign and return a copy of this letter to acknowledge that you have received this warning and understand the required improvements.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

Signature: _____ Date: _____