

# Warning Letter for Health and Safety Non-Compliance

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal warning regarding your non-compliance with our health and safety policies.

On [specific date], it was observed that you failed to adhere to the following health and safety protocols:

- [Detail the non-compliance issue 1]
- [Detail the non-compliance issue 2]

Failure to comply with health and safety regulations can result in serious consequences, including but not limited to injuries to yourself or others, and potential disciplinary actions up to and including termination of employment.

Please treat this matter with the utmost seriousness. You are required to rectify the concerns by [insert deadline] and report back to me on your corrective actions.

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this crucial matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]