

Safety Violation Notice

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

This notice serves to inform you of a safety violation that was observed on [Date of Violation]. It has been reported that you [describe the specific violation]. Such actions pose a risk to both your safety and the safety of others in the workplace.

We take safety very seriously, and violations will result in disciplinary action. Please be advised that you are required to attend a safety training session on [Date of Training] to reinforce proper safety protocols.

Failure to comply with safety regulations in the future may lead to further disciplinary measures, including possible termination of employment.

If you have any questions or would like to discuss this matter further, please feel free to contact me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]