

# Formal Notice of Safety Protocol Breach

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

From: [Your Name]

Position: [Your Position]

Company: [Company Name]

Subject: Formal Notice of Breach of Safety Protocol

Dear [Employee Name],

This letter serves as a formal notice regarding a breach of safety protocols that occurred on [Insert Date of Incident]. It has been reported that [brief description of the incident and the protocols breached].

We take safety very seriously at [Company Name]. This breach not only put your safety at risk but also that of your colleagues. As per our safety policies outlined in the employee handbook, violations of this nature could lead to disciplinary action.

Please treat this notice seriously and take immediate steps to ensure compliance with all safety protocols. A follow-up meeting will be scheduled on [Insert Date] to discuss this matter further and to ensure that you understand the necessary measures moving forward.

Thank you for your attention to this important issue. Please do not hesitate to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]