

Warning Letter for Inadequate Safety Measures

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Warning for Inadequate Safety Measures

Dear [Employee's Name],

This letter serves as a formal warning regarding your failure to adhere to the safety measures established within our organization.

During a recent evaluation, it was noticed that you did not follow safety protocols while performing your duties on [insert date/incident]. This oversight not only puts your safety at risk but also jeopardizes the safety of your colleagues.

Please be advised that compliance with safety regulations is mandatory. We expect immediate improvement in your adherence to these protocols. Failure to do so may result in further disciplinary action.

We recommend a review of the safety training materials and encourage you to reach out if you need clarification or assistance.

Thank you for your attention to this serious matter.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]