

Warning Letter for Safety Protocol Breach

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We are writing to formally address a breach of safety protocols that occurred on [Date of Incident]. It has come to our attention that [describe the specific breach and its implications].

Maintaining a safe working environment is our priority, and adherence to established safety protocols is essential to ensure the well-being of all employees. Your actions have not only put your safety at risk but have also jeopardized the safety of your colleagues.

As a reminder, violations of safety protocols may result in disciplinary action as outlined in our company's safety policy. We urge you to take this matter seriously and reflect on how to prevent such incidents in the future.

Please acknowledge receipt of this letter and schedule a meeting with your supervisor to discuss this matter further by [insert response deadline].

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]