

Unsafe Practices Warning

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Warning for Unsafe Practices

Dear [Employee's Name],

We are writing to formally address some concerning unsafe practices observed in your work lately. It has come to our attention that you have been [describe specific unsafe practices]. These actions not only endanger your safety but also the safety of your colleagues.

We urge you to take immediate corrective action by [suggest specific actions to improve safety]. Continuing such practices may result in further disciplinary action and jeopardize your employment with [Company Name].

Please acknowledge receipt of this warning and confirm your understanding of the necessary changes to ensure a safe working environment.

We appreciate your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]