

Date: [Insert Date]

To: [Employee Name]

From: [Manager/HR Name]

Subject: Formal Notice of Disciplinary Action - Severe Workplace Safety Violation

Dear [Employee Name],

This letter serves as formal notification regarding the disciplinary decision following the investigation into a severe safety violation that occurred on [Date of Incident] at [Location].

Description of Violation:

It was determined that you failed to adhere to the following safety protocols: [Insert specific details of the violation, e.g., failure to wear PPE, bypassing machine guards, or operating machinery without authorization].

Impact of Violation:

The safety of our employees is our highest priority. Your actions created a hazardous environment that [resulted in an injury / posed a significant risk of life-threatening injury] and violated the company's safety policy as outlined in the [Employee Handbook/Safety Manual].

Disciplinary Action:

Due to the severity of this incident and the risk it posed to yourself and your colleagues, the company has decided to take the following action: [Insert action, e.g., Final Written Warning, Unpaid Suspension for X days, or Termination of Employment], effective [Effective Date].

Required Improvements (If applicable):

[Insert required safety training, certifications, or behavioral changes needed to remain employed].

Failure to comply with all safety regulations in the future will result in further disciplinary action, up to and including immediate termination. Please sign below to acknowledge receipt of this letter.

Sincerely,

[Your Signature]

[Your Printed Name and Title]

Employee Acknowledgment:

I acknowledge that I have received this notice and understand the severity of the violation.

[Employee Signature / Date]