

[Date]

[Employee Name]

[Employee ID]

[Job Title]

Subject: Formal Warning regarding Breach of Protocol at Client Site

Dear [Employee Name],

This letter serves as a formal notification regarding your recent conduct while assigned to our client, [Client Name], at their facility located at [Location].

It has been brought to our attention that on [Date], your actions breached the established protocols agreed upon by [Company Name] and the client. Specifically, the following incident occurred:

[Insert detailed description of the incident and specific protocol violated].

These actions represent a violation of our Employee Code of Conduct and the specific Site Safety and Operational Procedures provided during your orientation. Such breaches jeopardize our professional relationship with the client and may compromise site safety and security.

As a result of this breach, the following action is being taken:

- [e.g., Formal Written Warning]
- [e.g., Immediate removal from the client site]
- [e.g., Required retraining on site protocols]

Please be advised that any further violations of company or client protocols may lead to additional disciplinary action, up to and including termination of your employment.

We expect you to adhere strictly to all site regulations moving forward. Please sign below to acknowledge receipt of this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

[Employee Signature]

[Date]