

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

From: [Manager/Supervisor Name]

Department: [Insert Department Name]

Subject: Formal Warning: Breach of Safety Protocol - Unsecured Working at Heights

Dear [Employee Name],

This letter serves as a formal warning regarding a safety violation that occurred on [Date] at [Time] at the following location: [Insert Site/Location].

It was observed that you were performing tasks at height without following the established safety protocols. Specifically, you were found to be:

[Description of violation, e.g., not wearing a safety harness, failing to secure a ladder, or bypassing guardrails].

Working at heights is a high-risk activity. Your failure to use required fall protection equipment or follow safety procedures is a direct violation of [Company Name]'s Health and Safety Policy and occupational safety regulations. This behavior puts both your life and the safety of your colleagues at risk.

As a result of this breach, the following actions are required:

- Immediate cessation of any unsecured work at heights.
- Mandatory attendance at a Safety Re-training Session on [Date].
- Strict adherence to all Fall Protection Systems and Personal Protective Equipment (PPE) requirements moving forward.

Please be advised that further violations of safety protocols may lead to additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the gravity of this safety breach.

Sincerely,

[Manager Signature]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed the safety requirements with my supervisor.

[Employee Signature]

Date: _____