

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Job Title]

Subject: FINAL WRITTEN WARNING - Repeated Safety Code Violations

Dear [Employee Name],

This letter serves as a formal final warning regarding your repeated failure to adhere to the company's safety protocols and code of conduct. Despite previous discussions and warnings issued on [Date of Previous Warning(s)], your safety performance has not met the required standards.

Details of Most Recent Violation:

- **Date of Incident:** [Insert Date]
- **Description of Violation:** [Insert specific details, e.g., failure to wear PPE, bypassing safety guards, etc.]
- **Safety Code Reference:** [Insert specific policy or regulation number]

Impact:

Your failure to follow established safety procedures creates an unacceptable risk to your personal well-being, the safety of your colleagues, and the integrity of company operations.

Required Corrective Action:

Effective immediately, you are required to comply with all safety regulations without exception. You must [Insert specific action, e.g., attend a safety retraining session on Date].

Consequences of Further Violations:

This is your **final warning**. Please be advised that any further violation of safety codes or failure to follow safety instructions will result in further disciplinary action, up to and including immediate termination of your employment.

Please sign below to acknowledge that you have received this letter and understand the seriousness of this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the consequences of further safety violations.

Signature: _____ Date: _____