

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Position:** [Insert Job Title]

**Subject: First Written Warning for PPE Non-Compliance**

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to comply with company safety regulations concerning Personal Protective Equipment (PPE).

**Incident Details:**

- **Date of Occurrence:** [Insert Date]
- **Location:** [Insert Department/Location]
- **Violation:** Failure to wear [List specific equipment, e.g., safety glasses, hard hat, steel-toed boots] while in a designated safety zone.

**Policy Reference:**

According to the Company Safety Policy (Section [Insert Section Number]), all employees are required to wear the mandated PPE at all times in designated areas to ensure personal safety and compliance with Occupational Health and Safety (OHS) standards.

**Required Action:**

Effective immediately, you are required to wear all necessary PPE as outlined in your job description and safety training. Failure to comply with these safety protocols in the future will result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the safety requirements of your role.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_