

Date: [Insert Date]

To: [Employee/Contractor Name]

ID/Company: [Insert ID or Company Name]

Position: [Insert Job Title]

Subject: FORMAL WARNING - UNAUTHORIZED HOT WORK VIOLATION

Dear [Recipient Name],

This letter serves as a formal warning regarding a serious safety violation that occurred on [Date of Incident] at [Specific Location/Floor] within [Building Name].

It has been reported and confirmed that you were performing "Hot Work" (specifically: [e.g., welding, cutting, brazing, or grinding]) without obtaining the mandatory Hot Work Permit or following the established fire safety protocols of this facility.

Nature of Violation:

- Failure to secure a valid Hot Work Permit prior to starting operations.
- Failure to establish a designated Fire Watch.
- Failure to clear flammable materials from the work area.
- Operating in direct violation of the building's Fire and Life Safety Policy.

Unauthorized Hot Work poses a critical fire risk to the building, its occupants, and structural integrity. Such actions constitute a significant breach of safety regulations and employment/contractual obligations.

Required Actions:

1. Cease all hot work operations immediately until a formal safety review is completed.
2. Complete a mandatory Safety Re-induction/Hot Work Training session by [Deadline Date].
3. Strictly adhere to all permitting processes for any future hazardous work.

Please be advised that further instances of non-compliance with safety procedures may lead to more severe disciplinary action, including termination of employment or contract cancellation.

A copy of this warning will be placed in your personnel file.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Department/Management]

Acknowledgment of Receipt:

I confirm that I have received this warning and understand the seriousness of the safety violation.

Name: _____ Signature: _____ Date: _____
