

Date: [Insert Date]

To: [Employee/Department Name]

Position: [Job Title]

Employee ID: [Insert ID Number]

Subject: OFFICIAL LETTER OF WARNING - IMPROPER HAZARDOUS MATERIAL DISPOSAL

Dear [Recipient Name],

This letter serves as an official formal warning regarding your failure to comply with established safety protocols for the disposal of hazardous materials. On [Date of Incident], at approximately [Time], the following violation was observed: [Insert Brief Description of Incident].

The improper disposal of [Name of Material] is a direct violation of [Company Name]'s Safety Policy and [Local/Federal] environmental regulations. These actions pose a significant risk to the safety of our staff, the public, and the environment.

Required Corrective Actions:

- Immediately cease the improper disposal practices identified above.
- Complete mandatory retraining on "Hazardous Waste Management and Safety Procedures" by [Deadline Date].
- Review and strictly adhere to the Safety Data Sheets (SDS) for all materials handled in your department.

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

A copy of this warning will be placed in your permanent personnel file. If you wish to provide a written response or explanation regarding this incident, please submit it to the Human Resources department within [Number] days.

Sincerely,

[Signature]

[Name of Supervisor/Manager]

[Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the nature of the warning.

Signature: _____

Date: _____