

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: SECOND WARNING - Unsafe Equipment Operation

Dear [Employee Name],

This letter serves as a formal second warning regarding your failure to adhere to safety protocols while operating equipment. On [Date of Incident], it was observed that you operated [Type of Equipment] in a manner that endangered tenants at [Property/Location Name].

Specific details of the violation: [Describe incident, e.g., operating at excessive speed near pedestrians, failure to use safety barriers, etc.].

This is your second notification concerning unsafe work practices. Your first warning was issued on [Date of First Warning]. Despite previous instruction, your actions continue to pose a direct risk to the safety of our residents and the reputation of this company.

Immediate corrective action is required. You must:

- Maintain a minimum safety distance of [Number] feet from all tenants.
- Operate equipment only within designated zones and speeds.
- [Insert additional specific requirement].

Failure to rectify this behavior immediately will lead to further disciplinary action, which may include suspension or termination of your employment.

Please sign below to acknowledge receipt of this warning.

Sincerely,

[Manager Name]

[Manager Title]

Employee Signature

Date