

Date: [Insert Date]

To: [Recipient Name/Employee Name]

Department: [Insert Department]

Subject: Formal Notice of Unauthorized Hazardous Materials Safety Violation

Dear [Recipient Name],

This letter serves as a formal notification regarding a safety violation involving the unauthorized handling, storage, or transport of hazardous materials discovered on [Date] at [Location/Facility].

Description of Violation:

[Provide a detailed description of the incident, including the specific hazardous material involved and the safety protocols that were bypassed.]

This action is a direct violation of [Company Name] safety policies and government regulations (e.g., OSHA, DOT). The unauthorized presence or handling of these materials poses a significant risk to the health and safety of all personnel and the integrity of the facility.

Required Immediate Actions:

- Cease all activities involving the unauthorized material immediately.
- Ensure the material is secured according to the attached safety data sheet (SDS).
- Attend a mandatory safety retraining session scheduled for [Date/Time].

Failure to comply with hazardous materials protocols is a serious offense. Further violations may result in disciplinary action, up to and including termination of employment or legal proceedings.

Please sign below to acknowledge receipt of this letter and return it to the Safety Department by [Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this violation notice and understand the severity of the safety breach.

Signature: _____ Date: _____