

Letter addressing workplace safety issues

Subject: Final Warning for Safety Violation

Dear [Employee's Name],

Your repeated failure to follow workplace safety guidelines has been noted, despite prior reminders and warnings. Such negligence poses a risk to both yourself and your colleagues.

This letter is your final warning. Any future violation of safety rules will result in termination. We urge you to prioritize safety and strictly follow all established procedures.

Failure to comply will not be tolerated.

Sincerely,

[Safety Officer/Manager's Name]

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