

Reprimand for Unsafe Behavior or Negligence

Subject: Formal Warning for Safety Violation

Dear [Employee's Name],

This letter serves as a written reprimand for your failure to adhere to workplace safety protocols on [specific date]. You were observed engaging in [describe unsafe act], which could have resulted in injury to yourself or others.

Safety is a top priority at [Company Name], and such negligence cannot be overlooked. We rely on every employee to follow procedures that protect the wellbeing of all staff.

You are required to attend a refresher safety training session within [time frame] and to strictly comply with all safety standards moving forward. Any further safety violations will result in suspension or termination.

We trust you will take this warning seriously and demonstrate improved attention to safety procedures.

Sincerely,

[Supervisor's Name]

[Safety Department]

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