

Official Serious Safety Warning Letter

Dear [Employee Name],

This letter serves as a formal warning regarding the unsafe conduct observed on [Date] during [specific task or situation]. Your actions violated company safety protocols, specifically [mention regulation or guideline].

Continued disregard for safety procedures may result in disciplinary action, including suspension or termination. We expect immediate compliance with all safety measures and recommend reviewing the company safety manual thoroughly.

Sincerely,

[Manager/Supervisor Name]

[Position]

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