

Empathetic Safety Warning Letter

Dear [Employee Name],

It is with concern that we must address an unsafe incident that occurred on [Date]. While we value your contributions, the observed behavior placed yourself and colleagues at risk.

We ask you to take immediate corrective action and attend the upcoming safety training. Your well-being is important to us, and adhering to safety measures is essential for a secure work environment.

Warm regards,

[Manager Name]

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