

Warning Message for Safety Negligence

Subject: Warning Regarding Safety Negligence

Dear [Employee's Name],

This message is being issued as a formal warning regarding your recent failure to follow workplace safety protocols. On [specific date], you were observed neglecting mandatory safety procedures, which could have resulted in serious injury or equipment damage.

Such negligence puts both you and your colleagues at risk and will not be tolerated. Please be reminded that safety compliance is a critical part of your duties. You are required to review the safety policy immediately and ensure strict adherence moving forward.

Any further violations will lead to disciplinary action. Let this serve as an opportunity to correct your behavior and demonstrate responsibility in the workplace.

Regards,

[Your Name]

[Your Position]

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