

Date: _____

Reference: Performance Warning Letter – Safety Policy Noncompliance

Performance Warning Letter

For Safety Policy Noncompliance

To: _____

Employee ID: _____

Department: _____

Subject:

Performance Warning Letter for Noncompliance with Safety Policies

Dear _____,

This letter serves as an official warning regarding your failure to comply with our company's safety policies. On _____, it was observed that you did not adhere to the following safety guideline(s):

Compliance with safety procedures is essential for maintaining a safe and healthy work environment. Noncompliance not only puts your well-being at risk but may also endanger your colleagues and the workplace.

You are hereby instructed to review and strictly follow all safety policies and guidelines. Continued noncompliance may result in further disciplinary actions, up to and including termination of employment.

Acknowledgement

Please sign below to acknowledge receipt of this warning letter.

Employee Signature: _____ Date: _____

Supervisor/Manager: _____ Date: _____

cc: Human Resources Department