

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip]

Dear [Employee's Name],

Subject: Reprimand for Safety Violations

I am writing to formally address a serious issue regarding your adherence to safety protocols within the workplace. On [specific date(s)], it was observed that you [describe specific safety violations], which is a violation of our company's safety policies.

Maintaining a safe work environment is of utmost importance to us, and it is imperative that all employees comply with established safety guidelines. Your actions not only put your own safety at risk but also jeopardize the well-being of your coworkers.

As a result of this violation, we are issuing you a formal reprimand. You are expected to take immediate corrective action by [outline any required steps, such as attending safety training]. Further violations of this nature may result in more severe disciplinary action, up to and including termination.

We hope you understand the gravity of this situation and will strive to adhere to all safety protocols moving forward. Please sign and return the acknowledgment below by [due date].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Acknowledgment of Receipt:

I, [Employee's Name], acknowledge that I have received and understand this reprimand for safety violations.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_