[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name] -optional

**Subject:** Admonition for safety violation

Dear Mr. /Miss [NAME HERE],

It has been observed that you are continuously violating the safety regulations of the company. You may not know you are violating the safety violations or maybe your violation is unintentional. We are writing this letter to bring it to your notice that we have serious concerns about our safety regulations. Following the rules and regulations of the company regarding safety is very important. Moreover, the frequent violation of safety rules will result in disciplinary action.

Signatures of manager

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and understood the letter completely and I assure that I will not violate any rule regarding safety. Moreover, I will try to increase the safety of the company.

Employee’s signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_