[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

Dear [Recipient Name]:

As we discussed in a special employee evaluation session this morning, we have noted on at least six occasions in the past month that you have not been properly wearing and using required health and safety equipment in the Manufacturing department.

Use of this equipment is a requirement of continued employment with the company, and is based on regulations of the state and federal government, our insurance carriers, and our employment manual. As started in your job description, you must wear safety shoes and gloves, a mask, and an eye shield always when on the factory floor.

According to our records, you have received training in the use of safety and health equipment four times in the past eighteen months, including a three-day seminar soon after you were hired and three regularly scheduled refresher courses. You have also received two verbal and one written reprimand by your supervisor in the past month.

Now, we are putting you on notice that for your protection and in keeping with our obligations no further lapses of this nature will be tolerated. If you are found on the manufacturing floor without all required safety and health equipment you will be terminated from employment with [Company Name].

[Your Name]

[Title]