**[Your Name]**

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

his is to inform you that strict disciplinary action shall be taken against you because of failing to correctly handle the laboratory equipment. Being a certified person, you are aware of the security hazard your negligence created. Had it not been the timely arrival of another team member, your negligence could have caused a huge loss. You not only put the lab at risk but also the lives of everyone working in the lab.

The entire staff is given periodic refresher courses and safety instructions to avoid such types of negligence. The safety of the lab and the people cannot be compromised. Your case will be discussed by the board within the next week and you may be called multiple times to discuss this issue.

Please provide a written explanation for your position.

Sincerely,

[Your Name]

[Title]