**Alex**

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

On 28th July 2018, one of the employees in your department, James Clark, experienced a serious accident while handling the factory equipment. Luckily, his arm and hand were saved but he suffered severe bruises. He is a new employee and is still working on a probationary period. Mr. Clark was to receive a training on equipment handling in this period, the arrangement of which was your duty.

However, you failed to exercise due diligence in this regard. You have been working with us for three years and you clearly know that such irresponsible behavior is not acceptable in this company. We have received complaints against you before as well and we have communicated and warned you verbally. This accident is proof that you are not taking those warnings seriously.

You are being placed on a two-day layoff starting 1st August 2018. You must report back on 3rd August 218 at 8:00 a.m.

This letter will be kept in your file and if this behavior continues, the next step would be termination of your contract with us. We hope to see rectification of your behavior.

Sincerely,

Alex

[Title]