

# Safety Policy Breach Disciplinary Letter

**Date:**

**To:**

**Subject: Disciplinary Action for Breach of Safety Policy**

Dear ,

This letter serves as a formal notice regarding a breach of our company's safety policy observed on at . The details of the incident are as follows:

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According to our safety policy, all employees are expected to adhere strictly to the established guidelines to ensure a safe working environment. The following policy section(s) were violated:

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After a thorough review, it has been determined that this constitutes a breach of company policy. As a result, the following disciplinary action will be taken:

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Please consider this letter as a formal warning. Continued disregard for safety protocols may lead to further disciplinary action, up to and including termination of employment.

If you have any questions or wish to discuss this matter further, please contact .

Sincerely,

Title: