[Company Letterhead]

October 22, 2025

Employee Name: John Doe

Job Title: Custodial Supervisor

Department: Operations

Subject: Written Warning – Repeated Failure to Follow Safety Procedures

Dear John,

This letter serves as an official written warning regarding your repeated failure to follow required safety protocols when

operating powered equipment. On October 10 and again on October 18, 2025, you entered the client facility at

Redwood Plaza without wearing the required protective gloves and did not properly sign the chemical usage log.

These procedures are mandatory under company policy and California safety standards. All employees are required

to follow Personal Protective Equipment (PPE) guidelines and complete chemical handling documentation at the end

of each shift.

Please understand that further violations of safety or documentation procedures may result in additional disciplinary

action, up to and including suspension or termination of employment.

We encourage you to speak with your supervisor if clarification, retraining, or additional support is needed. We want to

work with you to ensure a safe and compliant workplace for all employees.

Please sign below to acknowledge receipt of this notice. Your signature does not indicate agreement, only

confirmation that this warning has been reviewed with you.

Sincerely,

Maria Gonzalez

HR Manager

CarMar Cleaning Solutions

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Employee Signature:

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Date:

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