April 11, 20XX  
Andrew McGrath  
Brooklyn, 2222  
  
Dear Mr. Johnson,

This warning letter is being written with reference to your non-compliance with the hospital’s safety rules. In a meeting, held on 12-03-20XX, all staff members were instructed to wear personal protective equipment (PPE) N-95 mask in order to avoid the attack of Coronavirus. It was brought to management’s notice that you were continuously violating safety rules set by the hospital’s management. Whereas, it was required from you to present yourself during your duty hours in a way to avoid the attack of all kinds of micro-organisms including COVID-19. You were found an acting disregard for safety and in this way, you endangered yourself and others.

Earlies you were given the advantage of doubt and your negligence was overlooked. But the repetition of the same mistake shows as if you are not willing to adhere to the hospital’s safety rules. Your negligence has put an adverse effect on patient care, endangering patients, medical staff, and those people you are interacting with. This attitude will not be compromised anymore.

Your non-compliance with the hospital’s safety rules, showing rude behavior, endangering patients, and staff is misconduct in the meaning of clause [X] of hospital’s disciplinary policies and it will be dealt with accordingly.

You must, therefore, explain your position immediately in written that why should disciplinary action be not taken against you. Moreover, consider this letter a final warning from the management of the hospital. Make sure that you will comply with all the safety rules of the hospital and at the same time does not repeat this rude behavior in the future.

Regards,

Andrew Mcgrath