Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

From: [Manager Name/HR Department]

Subject: Formal Warning for Insubordination and Poor Attitude

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct and performance in the workplace. Specifically, this warning relates to incidents of insubordination and a consistently poor attitude that is impacting team morale and operations.

Description of Incidents:

On [Date], the following behavior was observed: [Describe specific incident of refusal to follow instructions or disrespectful behavior].

Impact of Behavior:

Your refusal to follow direct management instructions and your unprofessional demeanor toward colleagues/supervisors violate our company policy regarding [Name of Policy, e.g., Code of Conduct]. Such behavior disrupts the workflow and creates a negative environment for the staff.

Required Improvements:

- Immediate compliance with all lawful and reasonable directions provided by management.
- Maintaining a professional, respectful, and cooperative attitude at all times.
- Refraining from using disrespectful language or body language in the workplace.

Timeline:

We expect to see an immediate and sustained improvement in your behavior. Your conduct will be closely monitored over the next [Number] days.

Consequences:

Please be advised that failure to improve your attitude or any further acts of insubordination may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and that we have discussed its contents.

Sincerely,

_____
[Manager/HR Signature]

Employee Acknowledgment:

_____
[Employee Signature]

Date: _____