

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Supervisor Name]

Subject: First Written Warning: Refusal to Follow Instructions

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to follow direct instructions provided to you by [Name of Supervisor/Manager] on [Date].

Description of Incident:

On [Date], you were instructed to [Describe the specific task or instruction]. You failed to comply with this request by [Describe the refusal or inaction].

Impact:

Your refusal to follow these instructions is considered insubordination. This behavior negatively impacts team productivity and fails to meet the professional standards expected of your role.

Required Improvement:

Moving forward, you are required to complete all assigned tasks and follow all lawful directives from management immediately and accurately. Failure to comply with instructions in the future will result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this warning by signing below.

Employee Signature

Date

Supervisor Signature

Date