

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Second Warning Letter - Refusal to Follow Instructions

Dear [Employee Name],

This letter serves as a formal second warning regarding your continued failure to follow direct instructions and workplace protocols. Despite the previous warning issued on [Date of First Warning], there has been no satisfactory improvement in your behavior.

Description of the Incident:

On [Date], you were instructed by [Manager Name] to [Description of Instruction]. You failed to comply with this instruction by [Description of Refusal/Action].

Impact:

Your refusal to follow instructions disrupts the workflow, affects team productivity, and violates company policy regarding professional conduct.

Required Improvement:

Moving forward, you are expected to follow all lawful and reasonable instructions provided by management immediately and without exception. If you require clarification on a task, you must ask for it at the time the instruction is given.

Consequences:

Please be advised that this is your second formal warning. Failure to show immediate and sustained improvement in your performance and conduct will result in further disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand its contents.

[Employee Signature] / [Date]