

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: FINAL WARNING - Refusal to Follow Instructions

Dear [Employee Name],

This letter serves as a formal final warning regarding your repeated refusal to follow direct work instructions and reasonable management requests. This behavior is classified as insubordination and is a violation of company policy.

On [Date], you were instructed by [Supervisor Name] to perform the following task: [Describe Task]. You failed to comply with this instruction. This follows previous discussions and warnings issued on [Date of Previous Warning] regarding similar conduct.

Specifically, your refusal to follow instructions has resulted in: [Describe impact, e.g., project delays, safety risks, or disruption to team workflow].

Required Improvement:

Effective immediately, you are expected to comply with all lawful and reasonable instructions provided by your supervisors. You must demonstrate a cooperative attitude and fulfill your job duties as directed without further refusal.

Consequences:

Please be advised that this is your final warning. Failure to show immediate and sustained improvement, or any further instances of refusing to follow instructions, will result in further disciplinary action, up to and including the termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

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

[Employee Signature]

Date: _____