

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Formal Warning for Refusal to Follow Direct Instructions

Dear [Employee Name],

This letter serves as a formal warning regarding your conduct in the workplace, specifically your refusal to follow direct instructions provided to you on [Date of Incident].

Description of Incident:

On [Date], you were instructed by [Name of Supervisor/Manager] to [Describe the specific instruction given]. You failed to comply with this instruction and instead [Describe the employee's reaction or refusal].

Impact:

Your refusal to follow a reasonable and lawful management directive is considered an act of insubordination. This behavior disrupts operations, affects team productivity, and is a violation of company policy as outlined in [Reference Employee Handbook/Contract Section].

Expectations:

Effective immediately, you are required to comply with all direct instructions provided by your supervisors. We expect to see immediate and sustained improvement in your professional conduct and cooperation.

Consequences:

Please be advised that this is a formal warning. Failure to improve your conduct or any further instances of refusing direct instructions 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.

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

[Employee Signature]

[Date]