

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Official Written Warning: Refusal to Follow Managerial Instructions

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to follow direct managerial instructions. This conduct is considered insubordination and is a violation of company policy.

Incident Details:

On [Date], at approximately [Time], you were instructed by [Manager Name] to [Describe the specific task or instruction given]. You refused to comply with this instruction by [Describe the behavior or verbal refusal].

Previous Discussions:

[Mention any previous verbal warnings or discussions regarding this issue, or state "This issue has been discussed with you previously on (Date)."]

Expectations and Required Improvements:

- You are required to follow all lawful and reasonable instructions provided by your supervisors and management immediately.
- You must maintain a professional and cooperative attitude toward workplace assignments.
- [Insert any other specific requirement].

Consequences:

Failure to show immediate and sustained improvement in your conduct, or any further instances of refusing to follow instructions, will result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received a copy of this warning and that we have discussed the contents.

Sincerely,

[Manager Signature]

Employee Acknowledgment:

I acknowledge that I have received this written warning and understand its contents.

[Employee Signature]

Date: _____