

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department Name]

**Subject: Official Warning for Refusal to Follow Operational Instructions**

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to follow direct operational instructions provided to you. On [Date of Incident], you were instructed by [Name of Supervisor/Manager] to perform the following task: [Describe the Instruction].

It has been noted that you refused to comply with these instructions, which constitutes a breach of company policy and a failure to meet the requirements of your job description. Specifically: [Insert Details of the Refusal or Resulting Issue].

Compliance with operational instructions is essential for the safety, efficiency, and productivity of our workplace. Future instances of insubordination or failure to follow established procedures will result in further disciplinary action, which may include suspension or termination of employment.

We expect an immediate improvement in your professional conduct and adherence to all management directives. Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning letter and have discussed the contents with my supervisor.

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[Employee Signature]

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[Date]