

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Formal Warning Letter - Refusal to Follow Administrative Instructions

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to follow direct administrative instructions and established company procedures. Specifically, on [Date], you were instructed by [Manager Name] to [Description of Instruction]. To date, this instruction has not been carried out.

This behavior is considered a violation of company policy regarding [Policy Name/Code of Conduct]. Following administrative instructions is essential for the efficient operation of the department and is a fundamental requirement of your job description.

Required Action:

You are required to complete the aforementioned task by [Deadline Date/Time]. Furthermore, we expect immediate and sustained improvement in your adherence to all workplace directives and administrative protocols.

Please be advised that failure to comply with this warning or any further instances of insubordination may lead to additional disciplinary action, up to and including termination of 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 warning letter and have discussed its contents with my supervisor.

Employee Signature

Date