

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Position]

Subject: Formal Warning Letter - Refusal to Follow Standard Operating Instructions

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to follow the company's Standard Operating Instructions (SOI) / Standard Operating Procedures (SOP). It has been observed that on [Date], you failed to adhere to the following protocol:

[Insert Description of the Incident/Instruction Ignored]

Compliance with these instructions is mandatory to ensure operational efficiency, safety, and quality standards. Your refusal to follow established procedures is considered a violation of company policy and expectations for your role.

You are required to immediately align your work performance with the company's standard operating instructions. Please be advised that any further instances of non-compliance or insubordination may result in more severe 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,

[Your Name]

[Your Title]

[Company Name]

Employee Signature

Date