

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Formal Warning Letter - Refusal to Follow Project Management Instructions

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to follow specific instructions provided by your Project Manager on [Date] regarding the [Project Name].

Specifically, it has been noted that you:

- [Detail the specific instruction ignored]
- [Detail the impact on the project timeline or quality]

Your refusal to adhere to project protocols and direct management instructions constitutes a breach of professional conduct and interferes with the team's ability to meet project milestones. We previously discussed these expectations on [Date of previous meeting], yet the required improvements have not been made.

Effective immediately, you are required to comply with all project management directives. Failure to improve your performance and follow standard operating procedures may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Manager Name]

[Job Title]

Employee Signature: _____

Date: _____