

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Job Title]

From: [Manager Name/HR Department]

Subject: WARNING LETTER - REFUSAL TO FOLLOW CORPORATE COMPLIANCE INSTRUCTIONS

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with corporate instructions and company policies. Specifically, it has been noted that on [Date], you refused to follow the instructions regarding [Specify Policy, e.g., Data Privacy, Mandatory Training, Financial Reporting].

Adherence to corporate compliance is a fundamental requirement of your employment. Your refusal to follow these instructions is considered a violation of the [Company Name] Code of Conduct and may pose a risk to the organization.

You are hereby instructed to complete the following corrective actions by [Deadline Date]:

- [Action Item 1: e.g., Complete the outstanding compliance module]
- [Action Item 2: e.g., Submit the required documentation]
- [Action Item 3: e.g., Attend a meeting with the Compliance Officer]

Failure to rectify this situation immediately or any further instances of non-compliance will result in more severe disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this warning. Your signature does not necessarily indicate agreement with the contents, but confirms that this discussion has taken place.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

Employee Acknowledgment:

Signature: _____ Date: _____