

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department Name]

Subject: Formal Warning Letter - Refusal to Follow Departmental Instructions

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to follow specific instructions provided by your department. It has been noted that on [Date], you were instructed by [Manager/Supervisor Name] to [Describe the specific instruction/task].

Despite receiving these clear directions, you [failed to complete the task / explicitly refused to comply / performed the task contrary to instructions]. This behavior is considered a violation of company policy and departmental protocols regarding professional conduct and insubordination.

Adherence to departmental instructions is essential for the efficient operation of our team and the safety of our workflow. Please be advised that immediate improvement is required. You are expected to follow all future directives issued by your supervisors promptly and accurately.

Failure to comply with departmental instructions in the future may lead to further disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file. Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____