

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID Number]

**From:** [Manager Name/HR Department]

**Subject:** First Written Warning for Insubordination

Dear [Employee Name],

This letter serves as a formal written warning for insubordination. On [Date of Incident], you failed to comply with a direct and reasonable instruction from [Manager Name] regarding [Briefly describe the task or instruction].

Specifically, your actions involved: [Detail the behavior or refusal to follow instructions].

This behavior is a violation of company policy regarding professional conduct and cooperation. Insubordination disrupts the workplace and affects the team's ability to operate efficiently.

Effective immediately, you are expected to comply with all lawful and reasonable directions provided by your supervisors. We expect to see an immediate and sustained improvement in your professional conduct.

Please be advised that further instances of insubordination or any other violations of company policy may result in additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning and have had the opportunity to discuss it with my supervisor.

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Employee Signature

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Date