

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Official Letter of First Warning for Insubordination

Dear [Employee Name],

This letter serves as an official first warning regarding your conduct in the workplace, specifically concerning an incident of insubordination that occurred on [Date of Incident].

Description of Incident:

On the date mentioned above, you were given a direct and reasonable instruction by [Name of Supervisor/Manager] to [Describe task or directive]. You failed to comply with this instruction by [Describe specific behavior, e.g., refusing the task, using disrespectful language, or walking away].

Policy Violation:

This behavior is a violation of the company's Code of Conduct and policies regarding professional behavior and insubordination. Failure to follow management directives disrupts operations and negatively affects team morale.

Expectations for Improvement:

Effective immediately, you are expected to:

- Follow all lawful and reasonable instructions provided by management.
- Communicate with all colleagues and supervisors in a professional and respectful manner.
- Adhere to all company policies outlined in the Employee Handbook.

Consequences of Further Action:

Please be advised that this is a formal warning. Failure to improve your conduct or any further instances of insubordination will lead to additional 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,

[Signature of Manager]

[Printed Name of Manager]

Employee Acknowledgment:

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

[Employee Signature]

Date: _____