

Date: [Date]

To: [Employee Name]

From: [Manager/HR Name]

Subject: Initial Warning for Insubordination

Dear [Employee Name],

This letter serves as a formal initial warning regarding your conduct on [Date of Incident]. It has been reported that you displayed insubordinate behavior by [describe specific action, e.g., refusing a direct work order or using disrespectful language].

This behavior is a violation of company policy regarding professional conduct and the expectation to follow reasonable instructions from management. Such actions disrupt the workplace and affect team productivity.

Effective immediately, you are expected to:

- Comply with all direct instructions and assignments from your supervisors.
- Maintain a professional and respectful tone in all workplace communications.
- Adhere to the Employee Code of Conduct at all times.

Please be advised that further instances of insubordination or any other violations of company policy will result in 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 this warning and understand the expectations set forth.

Sincerely,

[Signature of Manager/HR Representative]

[Printed Name]

[Job Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed it with my supervisor.

[Employee Signature]

[Date]