

Date: [Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: First Written Warning for Insubordination

Dear [Employee Name],

This letter serves as a formal written warning for insubordination. On [Date], the following incident occurred: [Describe the specific incident, including the instruction given and how it was refused or disregarded].

This behavior is a violation of company policy regarding professional conduct and the expectation to follow reasonable management instructions. Insubordination disrupts workplace operations and affects team productivity.

Effective immediately, you are required to comply with all direct instructions and maintain a professional demeanor. Failure to show immediate and sustained improvement, or any further instances of insubordination, may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received a copy of this warning and that we have discussed the expectations for your future conduct.

Employee Signature

Date

Supervisor Signature

Date