

**Date:** [Insert Date]

**To:** [Employee Name]

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

**Subject:** Formal Disciplinary Warning: Insubordination

Dear [Employee Name],

This letter serves as a formal disciplinary warning regarding your conduct on [Date of Incident].

It has been reported that you engaged in insubordinate behavior by [describe specific incident, e.g., refusing a direct order, using disrespectful language, or failing to follow a lawful instruction]. Specifically, you were asked to [describe the task or directive] by [Name of Supervisor], and you responded by [describe the employee's action].

This behavior is a violation of our company policy regarding professional conduct and cooperation. Insubordination disrupts the workplace and undermines the efficiency of our operations.

Effective immediately, you are expected to comply with all reasonable directives from management and maintain a professional demeanor. Failure to improve your conduct or any further instances of insubordination may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received and understood this warning. Your signature does not necessarily indicate agreement with the contents, but confirms receipt of the document.

Sincerely,

[Your Signature]

[Your Printed Name and Title]

**Employee Acknowledgment:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_