

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Formal Notice of First Warning for Insubordinate Behavior

Dear [Employee Name],

This letter serves as a formal first warning regarding your conduct on [Date of Incident]. It has been reported and documented that you engaged in insubordinate behavior, specifically: [Provide a brief, factual description of the incident/refusal to follow instructions].

Directly refusing to follow a reasonable management request or acting with disrespect toward supervisors is a violation of our company policy, specifically [Insert Policy Name/Section, if applicable]. This behavior negatively impacts team productivity and workplace morale.

As a result of this incident, the following expectations must be met moving forward:

- Immediate compliance with all lawful and reasonable instructions provided by management.
- Maintaining a professional and respectful tone in all communications.
- Adherence to the Employee Code of Conduct.

Please be advised that this is a formal warning. Failure to improve your conduct or any further instances of insubordination 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. If you wish to provide a written response to this warning, please submit it to the Human Resources department within [Number] days.

Sincerely,

[Manager Signature]

[Manager Printed Name]

Employee Acknowledgment:

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

Employee Signature

Date