

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Formal Warning for First Offense of Insubordination

Dear [Employee Name],

This letter serves as a formal warning regarding your act of insubordination which occurred on [Date of Incident] at approximately [Time].

Description of Incident:

On the aforementioned date, you were given a direct and reasonable instruction by [Manager/Supervisor Name] to [Describe the task or directive]. You failed to comply with this instruction by [Describe the specific behavior, e.g., verbal refusal, walking away, or performing a contrary action].

Impact of Behavior:

Insubordination is a violation of company policy and disrupts the professional environment and operational efficiency of the team. This behavior undermines the supervisory structure necessary for a productive workplace.

Expectations for Improvement:

Effective immediately, you are expected to follow all lawful and reasonable instructions provided by your supervisors. You must maintain a professional demeanor and address any disagreements through the appropriate grievance or communication channels rather than refusing direct orders.

Consequences of Future Actions:

Please be advised that this is your first formal offense. While we hope for immediate and sustained improvement, further instances of insubordination or any other violations of company policy may 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.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and have had the opportunity to discuss its contents with my supervisor.

Employee Signature

Date