

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: First Written Warning: Failure to Follow Directives

Dear [Employee Name],

This letter serves as a formal written warning for your failure to follow direct instructions provided by management. Adherence to directives is essential for the efficient operation of the department and is a requirement of your employment.

Incident Details:

On [Date], you were instructed by [Name of Supervisor] to [Description of Directive]. However, you failed to comply with this instruction because [Description of Action or Inaction].

Previous Discussions:

This matter was previously discussed with you informally on [Date of Verbal Warning, if applicable]. Despite this, the required improvement has not been maintained.

Expectations and Required Actions:

Moving forward, you are expected to:

- Acknowledge and carry out all reasonable instructions provided by supervisors.
- Seek clarification immediately if you do not understand a directive.
- Complete assigned tasks within the specified timelines.

Consequences:

Please be advised that further instances of insubordination or failure to follow directives may lead to additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your personnel file.

Sincerely,

[Manager Signature]

[Manager Name]

[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: _____