

**Date:** [Date]

**To:** [Employee Name]

**Position:** [Job Title]

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

**Subject:** First Written Warning for Defiance and Insubordination

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct on [Date of Incident]. It has been reported and documented that you displayed acts of defiance and insubordination by [describe specific behavior or refusal to follow a direct order].

Such behavior is a violation of our company's Code of Conduct and the expectations set forth in the Employee Handbook. Specifically, it violates policies regarding [mention specific policy name, e.g., Professionalism or Respectful Workplace].

The following improvements are required immediately:

- Full compliance with all direct instructions and assignments from management.
- Maintaining a professional and respectful attitude toward supervisors and colleagues.
- Adherence to all company protocols and communication standards.

Please be advised that this is your first formal warning. Failure to improve your conduct or any further instances of defiance will result in further disciplinary action, up to and including termination of your employment.

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

Sincerely,

[Signature]

[Printed Name]

[Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning and have had the opportunity to discuss it with my supervisor. My signature does not necessarily indicate agreement with the contents.

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