

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Formal Written Warning for Insubordination

Dear [Employee Name],

This letter serves as a formal written warning regarding an incident of insubordination that occurred on [Date of Incident] at approximately [Time].

Description of Incident:

On the aforementioned date, you were given a direct and reasonable instruction by [Name of Supervisor] to [Describe the specific task or instruction given]. You failed to comply with this directive by [Describe the behavior, e.g., refusing the task, using inappropriate language, or walking away].

Policy Violation:

Insubordination is a violation of our company's Code of Conduct and Employee Handbook. Your refusal to follow management's instructions disrupts operations and negatively impacts the professional environment.

Expectations for Improvement:

Immediate and sustained improvement is required. You are expected to:

- Follow all lawful and reasonable directions provided by your supervisors.
- Communicate professionally and respectfully with all members of the team.
- Adhere to all company policies and procedures.

Consequences:

Please be advised that further instances of insubordination or any other conduct violations may result in additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Printed Name]

Employee Acknowledgment:

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

Employee Signature

Date