

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

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

**Subject: FIRST NOTICE OF DISCIPLINARY ACTION - INSUBORDINATE CONDUCT**

Dear [Employee Name],

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

**Description of Conduct:**

It has been reported that you [describe the specific behavior, e.g., refused to follow a direct lawful order, used disrespectful language toward a supervisor, or failed to complete a specific assigned task]. Specifically, [provide details of the interaction and the directive that was ignored].

**Policy Violation:**

Your actions are in direct violation of the company's code of conduct and expectations regarding professional behavior and cooperation. Insubordination disrupts workplace operations and undermines the authority of management.

**Expected Improvements:**

Effective immediately, you are required to comply with all lawful instructions provided by your supervisors and maintain a professional demeanor. Failure to follow direct instructions or continued displays of disrespect will not be tolerated.

**Consequences:**

This is a formal warning. Please be advised that further instances of insubordination or any other violations of company policy may lead to more severe disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this notice and that we have discussed the expectations for your future conduct.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

**Employee Acknowledgment:**

I acknowledge that I have received this letter and understand the contents.

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Employee Signature

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Date