

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Written Warning for Insubordination (First Offense)

Dear [Employee Name],

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

Description of the Incident:

On the date mentioned above, you were given a direct and reasonable instruction by [Name of Supervisor/Manager] to [Describe the task or behavior requested]. You failed to comply with this request by [Describe the specific behavior, e.g., refusing the task, using disrespectful language, or walking away].

Expectations:

Insubordination is a violation of company policy and disrupts the workplace. As an employee, you are expected to follow direct instructions from management and maintain a professional demeanor at all times. Future instances of refusing to perform assigned duties or showing willful disrespect to supervisors will not be tolerated.

Corrective Action Required:

Effective immediately, you are required to comply with all management directives and adhere to the Employee Code of Conduct. We expect to see immediate and sustained improvement in your professional behavior.

Consequences:

Please be advised that this is your first formal warning. Failure to improve your conduct or any further incidents of insubordination may lead to further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Signature]

[Printed Name]

[Title]

Employee Acknowledgment:

I acknowledge that I have received a copy of this warning and have had the opportunity to discuss it with my supervisor.

Signature: _____ Date: _____