

To: [Employee Name]

From: [Supervisor Name]

Date: [Date of Meeting]

Subject: Formal Documentation of Verbal Warning for Minor Insubordination

Dear [Employee Name],

This letter serves as formal documentation of the verbal warning issued to you on [Date] regarding an incident of minor insubordination.

Description of Incident:

On [Date] at approximately [Time], the following occurred: [Provide a brief, factual description of the behavior, such as refusing a reasonable directive or displaying a disrespectful attitude toward a supervisor].

Policy Violation:

This behavior is in violation of [Company Name]'s code of conduct and expectations regarding professional workplace behavior and cooperation with management.

Expectations for Improvement:

Moving forward, you are expected to:

- Follow all reasonable instructions and directives from supervisors immediately and professionally.
- Maintain a respectful and cooperative demeanor in all workplace communications.
- Communicate any concerns regarding assignments through appropriate channels without refusing tasks.

Consequences:

Please be advised that this documentation will be placed in your personnel file. Failure to correct this behavior or further instances of insubordination may result in additional disciplinary action, up to and including termination of employment.

Acknowledgment:

Employee Signature

Date

Supervisor Signature

Date