

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Manager Name]

**Subject:** First Written Warning for Insubordination

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct on [Date of Incident]. This warning is being issued for insubordination, specifically relating to your refusal to follow a direct and reasonable management instruction.

**Description of Incident:**

On [Date], you were instructed by [Name of Supervisor/Manager] to [Describe the task or instruction]. You failed to comply with this request by [Describe the behavior, e.g., verbal refusal, walking away, or performing a different task].

**Impact of Behavior:**

Insubordination is a violation of company policy and disrupts the productivity and morale of the team. Failure to follow instructions undermines the operational efficiency of [Company Name].

**Expectations for Improvement:**

Effective immediately, you are expected to:

- Follow all lawful and reasonable instructions provided by management.
- Maintain a professional and cooperative attitude toward supervisors and colleagues.
- Communicate any concerns regarding assignments through the appropriate professional channels.

**Consequences:**

Please be advised that further instances of insubordination or any other violations of company policy 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 Name]

[Manager Title]

**Employee Acknowledgment:**

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

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[Employee Signature]

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[Date]