

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: SECOND WRITTEN WARNING FOR INSUBORDINATION

Dear [Employee Name],

This letter serves as a formal second written warning regarding your continued insubordination and failure to follow direct instructions from management.

Despite the previous warning issued on [Date of First Warning], the following incident(s) occurred:

- **Date of Incident:** [Date]
- **Description:** [Provide brief details of the refusal to follow orders or disrespectful conduct]

This behavior is a violation of company policy and negatively impacts team operations. Your actions demonstrate a lack of improvement following our previous discussions regarding workplace conduct and professional expectations.

Required Improvement:

You are required to comply with all lawful instructions from your supervisors immediately and maintain a professional demeanor. Failure to show immediate and sustained improvement in your conduct will lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the consequences of further misconduct.

Sincerely,

[Manager Name]

[Title]

Employee Acknowledgment:

Signature: _____

Date: _____