**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Position:** [Insert Job Title]

**Subject: FINAL WRITTEN WARNING FOR GROSS INSUBORDINATION**

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your conduct on [Date of Incident]. This warning is being issued for gross insubordination and a failure to follow direct management instructions.

**Description of the Incident:**

On [Date], at approximately [Time], you were instructed by [Supervisor Name] to [Description of Instruction]. You failed to comply with this instruction and [Description of specific behavior, e.g., used unprofessional language, walked away, or explicitly refused].

**Previous Discussions/Warnings:**

On [Date of Previous Warning/Meeting], we discussed your behavior regarding [Topic]. Despite previous guidance, your conduct has not met the required professional standards of this company.

**Expectations:**

Effective immediately, you are required to comply with all reasonable and lawful instructions provided by management. You are expected to maintain a professional demeanor and adhere to the Company Code of Conduct at all times.

**Consequences:**

Please be advised that this is your final warning. Any further instances of insubordination, misconduct, or failure to follow instructions will result in further disciplinary action, up to and including the immediate termination of your employment.

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

Sincerely,

[Signature]

[Manager Name]
[Manager Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning and understand its contents. I understand that my failure to improve my conduct may lead to termination.

Employee Signature: _____ Date: _____