

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID Number]

**Position:** [Insert Job Title]

**Subject: Formal Warning Letter for Insubordination and Defiant Behavior**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct in the workplace. It has been observed and reported that you have displayed insubordinate and defiant behavior, which is a violation of company policy and professional standards.

**Incident Details:**

On [Date of Incident], at approximately [Time], the following occurred: [Provide a brief, factual description of the behavior, including specific instructions refused or disrespectful language used].

**Impact of Behavior:**

Your refusal to follow direct management instructions and your defiant attitude negatively impact team morale, hinder operational efficiency, and undermine the authority of the leadership team. Such behavior is not acceptable in this organization.

**Expectations for Improvement:**

Moving forward, you are expected to:

- Follow all lawful and reasonable instructions provided by your supervisors immediately.
- Maintain a professional and respectful tone in all communications with colleagues and management.
- Adhere strictly to the Company Code of Conduct.

**Consequences:**

Please be advised that this is a formal warning. Failure to show immediate and sustained improvement in your conduct, or any further instances of insubordination, will result in further disciplinary action, up to and including termination of your employment.

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

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

**Employee Acknowledgment:**

I acknowledge that I have received this warning letter and understand its contents.

---

Employee Signature

---

Date