

Date: [Insert Date]

To: [Employee Name]

Job Title: [Employee Title]

Department: [Department Name]

From: [Manager Name]

Subject: Official Warning for Insubordination

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct on [Date of Incident]. It has been reported and confirmed that you engaged in insubordination by [describe the specific behavior, e.g., refusing a direct order, using disrespectful language, or failing to follow established protocols].

Your actions on this date were in direct violation of the company's Code of Conduct and our expectations for professional behavior. Specifically, you failed to comply with [mention specific policy or instruction].

Immediate improvement in your professional conduct is required. We expect you to follow all reasonable management instructions and maintain a respectful attitude toward supervisors and colleagues at all times. Failure to rectify this behavior or any further instances of insubordination will lead to additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file. Please sign below to acknowledge that you have received and understood this document.

Sincerely,

[Signature of Manager/HR Representative]

[Printed Name]

Employee Acknowledgment:

I acknowledge that I have received this written warning and have had the opportunity to discuss it with my supervisor.

[Employee Signature]

[Date]