

**Date:** [Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Manager Name]

**Subject:** Second Formal Written Warning for Insubordination

Dear [Employee Name],

This letter serves as a second formal written warning regarding your continued insubordination and failure to follow direct management instructions. This follow-up action is being taken because of your conduct on [Date of Incident].

On the aforementioned date, you were observed [Describe specific behavior, e.g., refusing a direct order, using disrespectful language, or disregarding company protocols]. This behavior occurred despite a previous formal warning issued to you on [Date of First Warning] regarding similar conduct.

Your actions are in direct violation of company policy regarding [Name of Policy/Code of Conduct]. Insubordination is a serious offense that disrupts workplace operations and undermines professional standards.

**Required Improvements:**

Effective immediately, you are expected to:

- Follow all reasonable and lawful instructions provided by supervisors without delay.
- Communicate with colleagues and management in a professional and respectful manner.
- Adhere strictly to all company policies and procedures.

Failure to demonstrate immediate and sustained improvement in your conduct will result in further disciplinary action, which may include a final written warning or termination of your employment.

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

Sincerely,

[Signature of Manager]

[Printed Name and Title]

**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]