

Strict email for refusal to follow instructions

Subject: Final Warning for Insubordination

Dear [Employee's Name],

It has been observed that you repeatedly refused to follow reasonable instructions from your supervisor on [specific dates/incidents]. Such insubordination undermines authority and disrupts team efficiency.

This email serves as your final warning. Any further refusal to comply with instructions will result in termination of your employment. You are expected to respect managerial authority and work within company guidelines.

We trust you will take this matter seriously and demonstrate immediate improvement.

Sincerely,

[Manager's Name]

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