

Official Warning Letter

Subject: Warning for Insubordination

Dear [Employee Name],

It has come to our attention that your recent actions on [Date] constitute insubordination.

Specifically, you failed to follow instructions provided by your supervisor, [Supervisor Name], regarding [specific task or instruction]. Such behavior is unacceptable and violates company policy [Reference Policy Number].

This letter serves as a formal warning. Continued insubordination may result in further disciplinary action, including suspension or termination. You are expected to comply with all instructions and adhere to company policies immediately.

Please acknowledge receipt of this warning by signing below and returning a copy to HR.

Sincerely,

[Manager Name]

[Position]

[Company Name]

[Date]

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