

Casual Warning Message

Subject: Reminder Regarding Workplace Conduct

Hi [Employee Name],

We noticed that you did not follow the instructions given on [Date]. This is considered insubordination, even if unintentional. Please make sure to adhere to supervisor guidance going forward.

Thank you for understanding,

[Manager Name]

[Position]

[Company Name]

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<https://www.lettersandtemplates.com/letters/warning-letter-for-insubordination>