Quick Warning Email

Subject: Important: Workplace Conduct

Dear [Employee Name],

Please be reminded that refusing to follow instructions constitutes insubordination. Ensure all directives from your supervisor are followed immediately to avoid escalation.

Thank you for your attention,

[Manager Name]

[Position]

[Company Name]

Get more templates here:

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