

Warning Letter for Employee Misconduct: Insubordination

Date: [Insert Date]

To,
[Employee Name]
[Employee Designation]
[Department]
[Company Name]

Subject: **Formal Warning for Insubordination**

Dear [Employee Name],

This letter serves as a formal warning regarding your conduct of insubordination in the workplace, which is contrary to the expectations and standards set by [Company Name].

On [date(s) of incident(s)], you were observed engaging in the following acts of insubordination:

- Refusing to follow direct instructions from your supervisor, [Supervisor's Name], regarding [specific task or assignment].
- Displaying disrespectful behavior, including [describe specific comments, gestures, or actions], during meetings and when interacting with management.

Such actions are considered a serious violation of our company policies and compromise the working environment and team productivity. Please be reminded that as an employee of [Company Name], you are expected to maintain professionalism, respect supervisors' authority, and comply with company directives at all times.

You are hereby advised to correct this behavior immediately. Continued insubordination or any repetition of such misconduct will result in further disciplinary action, up to and including termination of your employment with [Company Name].

We encourage you to take this warning seriously and make the necessary improvements to your conduct. If you have any concerns or if you require clarification regarding this letter, you may contact [HR Manager/Supervisor's Name] at [contact information].

Kindly sign and return a copy of this letter to acknowledge its receipt and your understanding of its contents.

Sincerely,
[Supervisor's/Manager's Name]
[Title]
[Company Name]

I, [Employee Name], acknowledge receipt and understanding of this warning letter for insubordination.

Signature: _____ Date: _____