

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Warning Letter for Insubordination

This letter serves as a formal warning regarding your recent conduct that has been deemed insubordinate.

On [specific date(s)], during [specific situation or meeting], it was reported that you [describe the behavior/actions that were insubordinate]. This behavior is concerning as it undermines the authority of your supervisor and disrupts the workplace environment.

As an employee of [Company Name], you are expected to follow directions and maintain a professional demeanor at all times. Failure to adhere to these standards not only affects team dynamics but also affects overall productivity.

Please be advised that any further instances of insubordination will lead to more severe disciplinary actions, up to and including termination of employment.

We expect you to correct your behavior and demonstrate improvement moving forward. A follow-up meeting has been scheduled for [date] to discuss this matter further and to provide you with the opportunity to share your perspective.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]