

# Warning Letter For Insubordination

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**ABC Corporation**  
**123 Business Street**  
**Business City, BC 12345**  
**hr@abccorp.com**  
**(123) 456-7890**

**July 9, 2024**

**John Doe**  
**Sales Associate**  
**Sales Department**

Dear John Doe,

Subject: Formal Warning for Insubordination

I hope this letter finds you well. It is with concern that I write to address a serious issue regarding your recent behavior at work.

On July 5, 2024, you were observed displaying insubordinate behavior by refusing to follow a direct instruction from your supervisor to complete the sales report by the end of the day. This conduct is unacceptable and goes against the company's code of conduct and employee expectations.

Insubordination, defined as the willful disobedience of authority, disrupts the work environment and undermines the respect necessary for an effective and harmonious workplace. Your actions have not only impacted the team's morale but also hindered productivity.

This letter serves as a formal warning. You are expected to adhere to the following corrective actions immediately:

1. **Compliance with Directives:** Follow all lawful and reasonable instructions given by your supervisor or any higher authority within the company.
2. **Professional Conduct:** Maintain a respectful and professional demeanor in all interactions with colleagues and supervisors.
3. **Communication:** If you have concerns or issues with any instructions given, address them through the appropriate channels in a constructive manner.

Failure to improve your behavior and comply with these expectations may result in further disciplinary action, up to and including termination of employment.

We value your contributions to the company and hope that this matter can be resolved promptly. Please take this warning seriously and consider this an opportunity to reflect on your actions and make the necessary adjustments.

A copy of this warning letter will be placed in your personnel file. Should you wish to discuss this matter further, please contact me directly at your earliest convenience.

Thank you for your immediate attention to this matter.

Sincerely,

**Jane Smith**  
**HR Manager**  
**ABC Corporation**