Insubordination Warning Letter

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| [Employee Name] | [Company Name] |
| [Employee Job Title] | [Company Address] |
| [Employee Department] | [City, State, Zip Code] |
|  | [Date] |
|  |  |

Subject: Insubordination Warning

Dear [Employee Name],

We are writing this letter to address a serious matter regarding your recent conduct, which we consider insubordination.

It has come to our attention that on [Date], during a team meeting, you openly defied a direct instruction given by your supervisor, [Supervisor Name]. Such insubordinate behavior undermines the authority of your supervisor and goes against our company’s policies and expectations.

As an employee of [Company Name], it is crucial that you understand the importance of following instructions and demonstrating respect towards your superiors. Open and respectful communication channels are vital for a harmonious and productive work environment.

The specific incident that led to this insubordination warning is as follows: During the team meeting held on [Date], your supervisor provided clear instructions to the entire team regarding the completion of a critical project. Despite the explicit direction given by your supervisor, you openly challenged it and refused to comply with the assigned tasks. This behavior not only disregards the authority of your supervisor but also disrupts the smooth functioning of the team.

This insubordination warning serves as a formal notice regarding your conduct. We expect an immediate improvement in your behavior and a commitment to rectify the situation. Continued insubordination or any further violations of company policies will result in further disciplinary action, up to and including termination of your employment.

We strongly urge you to reflect on this warning and take the necessary steps to rectify your behavior. If you have any concerns or require clarification, we encourage you to schedule a meeting with your supervisor or reach out to the HR department.

We believe in your potential as an employee, and we hope that this warning will serve as a turning point toward positive growth and improved professional conduct.

Sincerely,

[HR Department Representative Name]

[HR Department Representative Job Title]



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Handwritten Signature

