Insubordination Write Up Template

## Employee Information

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name | [Enter employee name] | Date | [Enter date] |
| Job title | [Enter employee job title] | Manager | [Enter manager’s name] |
| Employee ID | [Enter employee ID no.] | Department | [Enter department name] |

## Employee Responsibilities

[Responsibilities of the employee as it relates to the incident]

## Type of Warning

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | First Warning |  | Second Warning |  | Final Warning |

## Description of Incident

[Provide a detailed description of the incident and additional notes on previous warnings, informal coaching or discussions related to the issue]

## Type of Policy or Rule Violation

[Reference the policy or rule that the employee has violated]

## Consequences

[Outline the consequences of the employee’s behavior, including disciplinary action that will be taken]

## Expected Improvement

[List expectations for improvement, including the desired behavior or performance goals]

|  |  |  |
| --- | --- | --- |
| Expected improvement | Behavior/ Goal | Due date |
| Enter improvement 1 | Enter behavior type/goal | Enter due date |
| Enter improvement 2 | Enter behavior type/goal | Enter due date |
| Enter improvement 3 | Enter behavior type/goal | Enter due date |

## Acknowledgement of Warning

By signing this form, you acknowledge receipt of this warning.

|  |  |
| --- | --- |
|  |  |
| Employee Signature | Date |
|  |  |
| Manager Signature | Date |
|  |  |
| HR’s Signature | Date |

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Insubord

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