**Insubordination Warning Letter Format**

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| **WARNING LETTER FOR INSUBORDINATION**  To  Mr………………………………..  Emp.No…………………………  Designation:…………………..    It has been reported that your supervisor ordered you to do [explain the task] today at [specify the hour], but you refused to follow his directions and misbehaved with him. You admitted your mistake in your explanation.    Although serious measures could have been taken against you for your insubordination, you are being given another chance to change, and we hope you will be more cautious in the future. You have been issued a warning.    Signature  Name  Designation  Company |

**Letter of Warning for Insubordination Example**

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| To  Mr. Uttam Patel  Emp.No: ARS01234  Designation: Sales Manager    It was reported that your supervisor Mr. Sanjay Shah, at 11:00 am, ordered you to prepare the presentation and submit it by today post break, but you refused to follow his directions and misbehaved with him.    Not only this but it has also been observed that you frequently misbehave with your fellow colleagues and clients. You admitted your mistake in your explanation.    Although serious measures could have been taken against you for your insubordination, you are being given another chance to change, and we hope you will be more cautious in the future. You have been issued a warning.    Signature  Alpana K.  HR Manager  XYZ Solutions Pvt. Ltd. |

**Format 1**

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| Ref  Date  To,  Name of the Employee  Designation  Department  Employee Code  Subject - Insubordination at work - Violation of employee code of conduct.  Dear Mr./Ms. [Employee Name],  Your supervisor Mr./Ms. [Supervisor’s Name] have brought to our notice that you have not been following his/her orders/instructions on duty, and misbehaving with the colleagues during the working hours. Please note that any act of insubordination with no valid/genuine reasons are strictly dealt with by the company.  A meeting has been scheduled between you and the HR Manager Mr./Ms. [Name], and the supervisor on [date] at [time] in the [place]. You are expected to explain yourself for this irresponsible behavior on your part with genuine reasons. After hearing the case, we will take any further action.  Please be informed that if we find that your act of insubordination was intentional, you will be liable for some strict actions by the company. These may include deduction of some amount from your monthly salary, suspension from work, or termination of employment or any other disciplinary action as decided by the management of the company as per the company’s policy.  This letter will be placed in your personal employee file. We request you to sign the duplicate copy of the letter as the token of your acceptance.  Sincerely,  Signature  Name  Designation |

**Format 2**

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| [Name]  [Address]  [Date]  Letter of Warning  (After Disciplinary inquiry)  Dear [Name of the Employee]  Warning Letter  I referred to the report submitted by your supervisor [Name of the supervisor], with regards to the disciplinary inquiry conducted on [date].  We have found your explanation for [detailed description of the disciplinary lapse] unacceptable.  You are hereby warned that, should there be any recurrence of any kind of misconduct, you will be liable for the more drastic disciplinary action.  Your Signature  Name  Designation  Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I [Employee’s Name] hereby acknowledge the receipt of this letter.  [Employee’s Signature] |

**Format 3**

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| [Your Name]  [Your Street Address][City, ST, Zip Code]  [Date]  [Recipient Name]  Subject - Disciplinary action for insubordination  Dear [Employee Name],  In compliance with the workforce rules, this cognizance is to notify you that you have been suspended from your post, unpaid, for a period of 12 days.  The reason behind taking this step is your violation of the behavioral conduct. Your disrespectful and disruptive behavior will not be accepted. You are advised that any further misconduct will result in disciplinary action, up to and consequently discharge.  Regards,  [Your Name]  [Designation] |