**WARNING LETTER FOR INSUBORDINATION**

To

Mr. /Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emp No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been reported about your conduct this noon at (time) when your supervisors asked you to complete the (task). It has been stated that you not only refused to follow instructions but also reacted rudely at the call. This kind of behaviour is normally dealt with very strictly, but owing to your apology and acceptance of the mistake, we give you another opportunity for reform and warn you to be extra careful in the future. You are hereby warned this time.

Authorised Signatory

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