

# Notice of Warning for Insubordination

**Date Issued:**

**Employee Name:**

**Employee Position/Department:**

**Name of Supervisor/Manager:**

**Description of Incident:**

**Date/Time of Incident:**

**Location:**

**Details of Insubordination:**

Provide a description of the incident, including specific instructions that were not followed and a

**Relevant Policy/Instruction Violated:**

Cite the relevant policy or provide the instructions that were disobeyed.

**Expectations for Improvement:**

Clearly state the expected behavior going forward and any actionable steps required.

**Consequences of Future Infractions:**

Describe disciplinary actions that will follow if similar behavior occurs again.

**Employee Comments (if any):**

Employee comments or rebuttal (optional)

Employee Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Supervisor/Manager Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

This Notice of Warning will be kept in the employee's personnel file. A copy will be provided to the employee.