

Notice of Warning for Insubordination

Date Issued:

Employee Name:

Enter employee's full name

Employee Position/Department:

Enter position or department

Name of Supervisor/Manager:

Enter supervisor/manager name

Description of Incident:

Date/Time of Incident:

Enter date and time

Location:

Enter 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.