

**[Name of the sender]**

**[Designation of the respective person]**

**To,**

**[Name of addressee]**

**[Designation of the addressee if required]**

**Subject: Letter of Warning for Insubordination**

**Respected madam/sir,**

This letter is to inform [mention name of the person] from the [mention the name of the designation or department]. I [mention your name] the [mention the designation] as we discussed in our meeting yesterday; I am concerned about your behavior toward your colleagues and the office employees.

I am getting a lot of complaints against for behavior, this will not be accepted by our company. More than once, you've demonstrated disrespect in group meetings, one-on-one discussions, and during conversations here at the office towards your manager, colleagues, and teammates.

These behaviors are against office ethics and morals and have become a liability in getting the project.

We are hopeful that in the future your behavior will become better than now. However, if we find out in the future that you have violated any company policies again, then you may be subjected to additional disciplinary action, and that will surely result in termination.

I want to meet you in person and I hope you will consider these shortcomings and observe good conduct after this.

For further queries, you can reach me at [mention phone number] or through an email [mention email address].

**Sincerely,**

**[Name of the sender]**