To

[Recipient Name]  
[Designation]  
[Company Name]

**RE: Warning for not following instructions**

Dear [Recipient Name]

The management has received a complaint from your supervisor about your insubordination at work. It has been reported to us that you do not follow instructions and adopt your own approach towards the completion of tasks. We are, therefore, sending you this warning letter against your disobedience towards your supervisor.

You are reminded that the company rules encourage teamwork under the leadership of respective supervisors. Challenging the authority of your supervisor or manager is not acceptable. You may discuss your independent ideas and strategies. However, all employees must follow the given instructions so that everyone in the company works in harmony.

You are advised to pay heed to this warning. Future complaints about you regarding this matter would compel us to take serious action.

Sincerely,

[Your Name]  
[Designation/Position]

Date: [dd/mm/yyyy]