Written warning letter – Failure to follow reasonable instructions

This letter is a template and should not be used without tailoring it to specific needs of the disciplinary situation.

**Private and confidential**

**[Name]**

**[Address]**

**[Address]**

**[Address]**

**[Address]**

Date: **[date]** Ref: **[ref]**

Dear **[name]**

**First written warning**

On the **[date]** you were issued with a verbal warning. As there had been further instances of you failing to obey reasonable instructions you were subsequently required to attend a further hearing held by myself, with **[insert name and title of employee representative if required]** on **[insert date]**. I am writing to confirm the outcome of that disciplinary hearing.

After careful consideration of the matter it was decided that a written warning would be issued. The reasons for this action along with expected improvements are detailed below.

Since your verbal warning, you have failed to obey instructions given to you by **[name of manager/person in authority]**. **[Insert reasons].** You have been unable to provide an adequate explanation for your behaviour.

As an employee of **[organisation name]** you have a duty to work to the best of your ability for the benefit of the organisation – this includes following reasonable instructions from your superiors.

If there are any additional instances during the next **[timescale]**, further disciplinary action will be taken, which may result in the termination of your employment.

A copy of this letter will be placed on your personal file and the warning will remain active for three months. This means that should you within this three-month period be under another disciplinary hearing for any matter the organisation reserves the right to take this action into account when determining any appropriate actions.

You have the right to appeal against this decision in writing to **[insert senior/another manager's name]** within five working days of receiving this warning letter. You have the right to be accompanied by a work colleague of your choice or a trade union representative during the appeals process.

If you have any questions regarding this letter, please contact me.

Yours sincerely

###### [Insert name]

**[Insert title/department]**