# Sample Letter to Employee for Not Following Instructions

## Sample N°1

[Date]

[Employer's first and last name]

[Employer's address]

Re: Warning for non-compliance with labor regulations

Mr. [Employee's last name],

This letter is to officially warn you about the mishap on [date of the incident]. We have been informed that you did not comply with our company rules, such as [describe incident] with our investors. Such misconduct is unacceptable in our workplace, as it is against company policy under [name the section].

Our policy and guidelines are pretty specific when mentioning investor events, and your behavior is a breach of the company's code of conduct.

Since we had eyewitnesses of your non-compliance with our rules, we will impose a warning on you, the period of which will last for [Indicate the length of the warning period] and, during which, you will be under surveillance for your behavior.

If you resist this warning, more stringent measures will be taken, such as:

(a) Suspension.

(b) Without pay.

(c) Dismissal without notice.

We hope you will immediately improve and see positive results after this discussion.

Sincerely,

[Your Name]

[Employee's name]

[Company name]

[Employee's designation]

[Employer's signature]

## Sample N°2

[Employer's name]

[Name of company or business]

[Business Address]

[City, State, Zip Code]

DATE]

[Employee's Name]

[Employee's position in the company]

[Employee's Address]

[City, State, Zip Code]

RE: Warning Letter

Dear [employee's name]:

It has come to the attention of the proper authorities that you were absent from work without first requesting authorization to be missing from your position. This occurred on [date of absence]. As stated in the employment contract, this attitude is unacceptable and considered gross negligence.

If absent without prior permission, you are behaving irresponsibly and exposing yourself to strict measures.

I am notifying you by email that you have been made aware of the situation, and we hope it will not happen again. If he does, he will be disciplined accordingly.

Since this is the first offense you have committed during your employment with the company, I would like you to explain what happened via this medium within 5 working days of receipt of this letter.

This is an urgent matter, and a copy will be attached to your personnel file. I look forward to your reply as soon as possible.

Regards,

[Employer's signature]

[Printed name of employer]

[Name of company or business]

## Sample N°3

Dear X,

This is an official warning letter for violation of company policy as outlined in the employee handbook. I have been made aware by your manager that you have been warned numerous times verbally about excessive talking in the workplace with your co-workers. I’ve observed that this behavior has not subsided, despite multiple warnings that the company does not tolerate this kind of behavior.

The company policy has considered several factors to create a fair, inclusive, and productive work environment for all employees. The talkative behavior suggests you are engaging in unimportant matters instead of working. This is unprofessional, impacts the employees around you, and hurts the entire workplace's productivity.

Since you have already received verbal warnings, you are being placed on a 2-month observation period. During this time, we will observe your behavior and your performance. If there is no improvement in your unnecessary talking, immediate disciplinary action will be taken against you. In that case, you may face suspension or termination. This is your final warning to change your behavior.

You are a great addition to our company, and we believe in your capabilities. We expect immediate improvement in your behavior, so you can continue to be an asset to the company. We look forward to seeing the improved behavior.

Please get in touch with me directly if you have any questions or concerns.

Regards,

Your CEO