**#1**

We are writing to address a serious concern regarding your refusal to cooperate with the ongoing workplace safety inquiry. Your lack of cooperation is unacceptable. It hinders our efforts to identify and rectify potential hazards.

Therefore, this letter serves as a formal warning. Any further refusal to cooperate will result in disciplinary actions, including possible suspension or termination.

We expect you to comply fully with the inquiry and provide any necessary information to help resolve this matter.

**#2**

It has been reported that you have refused to cooperate with the official XYZ inquiry. This act is considered insubordination and may result in strict disciplinary action. You are, therefore, advised to participate in the investigation by providing the requested details.

You are to contact the ABC department and come forward with the information demanded. Failure to do so by the end of this day will compel us to take strict action against you.

Looking forward to your response.

**#3**

This is an official warning against your refusal to cooperate with the internal audit being conducted in our department. Your participation is important for accuracy in the audit.

Refusing to cooperate is a blatant violation of the company’s policy. Your continued non-compliance will result in strict disciplinary action. We, therefore, expect you to fully cooperate to let the audit be completed accurately.

Please contact XYZ for any concerns and queries.

**#4**

This is in response to your lack of support for the ongoing customer complaint inquiry involving XYZ. Your lack of cooperation will prolong the investigation and we might fail to resolve the issue. In addition, your behavior is blatant insubordination of the management’s orders. This letter, therefore, serves as an official warning to you.

You must cooperate in this case and all future instances. Failure to do so will result in strict disciplinary action against you.

We expect you to take this warning seriously and contact the investigation team.

**#5**

We are writing to serve an official warning to you regarding your absence during the XYZ investigation proceedings on the 10th of June. As you were informed earlier, your participation in the investigation was mandatory.

The management is displeased with your lack of cooperation. You must attend our next investigation meeting and provide your input about the XYZ case. Failure to do so will be considered blatant insubordination, resulting in disciplinary action.

We hope you take this warning seriously and ensure your participation in the investigation proceedings to be held on the 15th of June at 9 AM in Board Room 2.

You may contact ABC for further details.