**Date:** [Insert Date]

**To:** [Employee’s Name]  
**Position:** [Employee’s Position]  
**Department:** [Department Name]

**Subject:** Warning Letter for Failure to Follow Instructions

Dear [Employee’s Name],

It has come to our attention that you failed to update the safety checklist in the warehouse as instructed on May 12th. Instead, you continued to work with the outdated checklist, leading to inventory mismanagement. You are, therefore, being issued a formal warning against your non-compliance.

You are advised to be more careful in the future regarding direct instructions. You must comply immediately instead of delaying or overlooking orders. Repetition of such an incident in the future will lead to strict disciplinary action.

Don't hesitate to contact your supervisor for guidance and further information.

Sincerely,  
[Manager’s Name]  
[Manager’s Position]  
[Signature]

Cc: Human Resources Department  
Employee File