**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],

This letter serves as a formal disciplinary warning for your failure to follow instructions regarding the project deadline. Your non-compliance has resulted in a missed deadline and has delayed the project.

You did not finish the required tasks on time despite being reminded twice. As a result, the entire project has been affected. You must not repeat such behavior in the future and fulfill your instructions more efficiently. Future negligence towards directions will result in strict disciplinary action.

We expect you to take this warning seriously. For further guidance, please speak to your team manager.

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

Cc: Human Resources Department  
Employee File