**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 is a formal warning regarding your failure to follow clear instructions provided by your reporting manager on (date) regarding the XYZ report. Since you overlooked the instructions, the client has rejected the report, which has damaged our reputation with him.

Please remember that you must follow your manager’s instructions regarding all tasks. Failure to follow directions will result in disciplinary action in the future.

We expect you to take this warning seriously and rectify your behavior.

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

Cc: Human Resources Department  
Employee File