

Employee Disciplinary Action for Insubordination

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

This letter serves as a formal notification of disciplinary action regarding your recent conduct in the workplace. Specifically, on [insert date(s)], you exhibited behavior that can be classified as insubordination. This includes [briefly describe the incident(s) of insubordination].

Our company policy clearly states that all employees are expected to follow the directives given by their supervisors. Your actions not only disrupt the workplace but also undermine the authority of your supervisor. This behavior is unacceptable and is a violation of our employee conduct policy.

As a result of this incident, we have decided to impose the following disciplinary action: [insert disciplinary action, e.g., written warning, suspension, etc.]. This action will be effective starting [insert effective date].

We hope that this disciplinary action will serve as a reminder for you to adhere to our workplace policies. We highly encourage you to take this matter seriously and make necessary improvements in your conduct. In the future, if this behavior continues, it may result in more severe disciplinary action, up to and including termination of employment.

We would like to invite you to meet with [insert name and title of supervisor/HR] on [insert date] to discuss this matter further and to address any concerns you may have.

Please acknowledge receipt of this letter by signing and returning the attached copy.

If you have any questions or wish to discuss this matter, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

Employee Signature: _____

Date: _____