[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

**Subject:** Disciplinary Action for Insubordination

Dear Mr. /Miss [NAME HERE],

In compliance with workforce rules, this cognizance is to notify you that you have been rusticated from your post, unpaid, for a period of 12 days.

The reason behind taking this step is your violation of behavioral conduct. Your disrespectful and disruptive attitude will not be accepted. You are advised that any further misconduct will result in disciplinary action, up to and consequently discharge.

Regards

[NAME HERE]

[Title]