Date:

To [employee name]

Designation

**Subject**: Notice of insubordination

It has been brought to our notice that you have been disrupting the office culture. You have been verbally reprimanded by your supervisor several times about your insubordinate behavior. Here are the instances when you displayed insubordination:

On [insert date] your supervisor told you to email all attendees that the annual exhibition date has been changed. You did not email the potential attendees which led to mismanagement of the event.

On [insert date] your supervisor asked you to hand over some important files on Sun Enterprises Ltd. You did not handover those files and the next day you took a leave without informing the office beforehand. The client came over in your absence and it took a while to find the files from your desk. This reflected poorly on the company’s reputation for professionalism.

Despite being explained numerous times about our official report formats, you insist on using a non-standard format. There have been other instances as well, where you were seen arguing with your supervisor when given an order.

Insubordination affects the organizational culture and disrupts the efficient working of the organization. Therefore, it will not be tolerated. You are to sit with a disciplinary committee on Wednesday, 1030 hours and explain your behavior.

Sincerely,

Jack Samuelson