To:

Name of the employee:

Company name:

Designation in the company

**Subject: Charge letter for showing defiance**

Dear Mr. ABC,

This charge letter is the continuation of the previous charge letter that was issued to you last month on showing willful insubordination. You have been behaving badly for the last couple of months during the office working hours with your colleagues. You should keep in mind that demonstration of any kind of subordination without any solid reason is unacceptable by the company and therefore, it will be dealt with strictly. Moreover, the company has plenty of proof against you that shows that your insubordination was entirely a deliberate action.

The company has carried out an inquiry and it has turned out that all the charges of disobedience were true, the company is compelled to terminate you from the company as this is not the first time you have been seen showing non-compliance.

However, the management has decided to afford to give you another opportunity to work on this post and improve your behavior. You are being imposed the fine of Rs. 2000 that will be deducted from your salary.

Feel free to contact me if you want to know more.

Regards,

Name of the employer

Signatures

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