**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: Explanation for insubordination for [XYZ] during [ABC]**

Dear Mr. ABC,

It has been reported to me by your supervisor Mr. XYZ that you have not been obeying his instructions. You were made clear about the departure time of employees and it is the policy of the company that if the employee wants to leave before the departure time, they will have to seek permission. It has been noticed that you don't bother to take permission and leave the office 10 or 15 minutes before the off timings of the office.

Every employee working in the company is required to abide by the rules and policies of the company. Those who do not follow the rules demonstrate insubordination and hence, they are answerable for their action.

I am writing this letter to enquire about your behavior as I am worried about the discipline at the workplace. The company can never tolerate insubordination at any level and therefore, it can take disciplinary actions against you.

You are required to explain how you don't show adherence to the office timings. If you have any problems, you can talk to me in person.

Regards.

Name of the sender  
Sender’s designation in the company  
Name of the company