**To**

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

**Subject: Query for insubordination during [XYZ]**

Dear Mr. ABC,

It has been brought to my notice by your supervisor (mention the name of the supervisor) that you have not been obeying his instructions. You also acted rudely when he tried to correct your behavior. You need to remember that any type of insubordination by the employees without any genuine reason is dealt with by serious actions. The company can never tolerate unruly behavior as it often leads to serious repercussions.

I have also experienced that you don't take the instructions seriously. Your presentation in official meetings is often late and also not up to the mark. Through this letter, I am asking you to give an explanation for demonstrating insubordination in the workplace. You are required to provide an underlying reason for not being able to follow the instructions.

If you have any problem following the instructions, I can arrange a face-to-face meeting with you to resolve your issues. Feel free to contact me at (mention your contact details). I look forward to your good performance and professional behavior. Thank you so much for your anticipation.

Regards.

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