**To**

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

**Subject: Reprimand for poor performance in the project [X] and insubordination during [XYZ]**

Respected Mr. ABC,

This letter serves as a written letter of reprimand to you to confirm that you have not been showing compliance with the rules and regulations of the company. It is not acceptable for our company to tolerate poor performance and insubordination at our employee’s end because the insubordination leads to a lack of discipline and a decline in the growth of the company. You are warned of the disciplinary action taken by the company if you do not show any improvement in your behavior.

I am ready to assist you in improving your performance and I have devised a comprehensive action plan that you can follow and show some interest in your job.

Your supervisor has shared many concerns with me regarding your performance as at times, the company suffered a loss because of your negligence. Many times, it was ignored by me, and once, I also issued you a verbal warning. Now, I am compelled to write the warning letter because you do not seem to understand the problem.

You might feel that I have no reason to find your job performance unsatisfactory. Considering this, I can mention a few incidents that were reported to me regarding your performance including your early departure from work without informing anyone or taking permission.

I hope that you understand the value of demonstrating good performance at work. I look forward to seeing you improve yourself and your behavior.

Regards,

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