

Disciplinary Letter for Insubordination

Subject: Notice of Insubordination

Dear [Employee Name],

Your recent refusal to comply with directives issued by your supervisor on [Date] constitutes insubordination.

This behavior is unacceptable and violates company policies. Further instances may result in suspension or termination. You are expected to follow all instructions and company rules immediately.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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