

Gross Misconduct Letter “ Insubordination

Subject: Termination for Gross Misconduct “ Insubordination

Dear [Employee Name],

Your repeated refusal to follow lawful instructions and company protocols has been reviewed. This behavior constitutes gross misconduct.

Therefore, your employment with [Company Name] is terminated immediately. Please arrange the return of all company assets and complete exit formalities with HR.

Sincerely,

[Supervisor Name]

[Designation]

[Company Name]

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