

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: Notice of Disciplinary Suspension for Insubordination

Dear [Employee Name],

This letter serves as formal notification that you are being placed on a disciplinary suspension without pay for a period of [Number] days, effective [Start Date] through [End Date]. You are expected to return to work on [Return Date] at [Start Time].

This action is being taken due to an act of insubordination that occurred on [Date of Incident]. Specifically, you [provide a brief, factual description of the behavior, such as refusing a direct order from a supervisor or using disrespectful language].

Your conduct is a violation of company policy regarding [Reference Specific Policy Name or Code of Conduct Section]. Insubordination is a serious offense that undermines the operational efficiency and professional environment of this company.

During your suspension, you are prohibited from entering company premises or performing any work-related duties.

Please be advised that this is a final warning. Upon your return, we expect immediate and sustained improvement in your professional conduct. Any further instances of insubordination or violations of company policy will result in further disciplinary action, up to and including termination of your employment.

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

I acknowledge that I have received a copy of this letter and understand the terms of my suspension.

Employee Signature

Date