

Date: [Date]

To: [Employee Name]

From: [Manager Name/HR]

Subject: Formal Disciplinary Action and Performance Improvement Plan (PIP)

Dear [Employee Name],

This letter serves as a formal disciplinary warning regarding acts of insubordination. On [Date], the following incident occurred: [Insert detailed description of the refusal to follow instructions or disrespectful behavior].

This behavior is a violation of company policy and expectations regarding professional conduct. Consequently, you are being placed on a Performance Improvement Plan (PIP) effective immediately for a period of [Number] days.

Required Improvements:

- Immediate compliance with all reasonable management directives and work assignments.
- Maintaining a professional and respectful tone in all communications with supervisors and colleagues.
- Adherence to the company code of conduct as outlined in the employee handbook.

Monitoring and Support:

We will meet every [Week/Two Weeks] on [Day] at [Time] to review your progress. During this period, [Manager Name] will provide guidance to help you meet these expectations.

Consequences:

Failure to show immediate and sustained improvement, or any further acts of insubordination, may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the requirements of the Performance Improvement Plan.

Employee Signature

Date

Supervisor Signature