

**Date:** [Date]

**To:** [Employee Name]

**From:** [Manager/HR Name]

**Subject:** Last Chance Agreement - Performance and Conduct

Dear [Employee Name],

This letter serves as a Last Chance Agreement (LCA) regarding your recent acts of insubordination and failure to follow direct management instructions. Your behavior on [Date of Incident] has been deemed a violation of company policy and professional standards.

**Incident Summary:**

[Insert brief description of the specific insubordinate behavior].

**Terms of Continued Employment:**

- The employee must comply with all verbal and written directives from supervisors immediately and without hostility.
- The employee must adhere to all company policies and the Code of Conduct.
- The employee must maintain a professional and respectful demeanor toward all management and colleagues.
- No further incidents of insubordination, disrespect, or refusal to perform assigned tasks will be tolerated.

**Duration:**

This agreement will remain in effect for [Number] months from the date of signing. During this period, your performance and conduct will be closely monitored.

**Consequences:**

Failure to comply with any of the terms outlined above, or any further violation of company policy during this period, will result in immediate termination of employment without further warnings.

**Acknowledgment:**

By signing below, I acknowledge that I have read, understand, and agree to the terms of this Last Chance Agreement. I understand that this is my final opportunity to retain my position with [Company Name].

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Employee Signature

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Date

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Manager/HR Representative Signature

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Date