Date

Name

Address

**Subject:** Warning for Insubordination

Dear Mr. Wilson,

I am writing this letter to inform you about your two days of disciplinary layoff due to your disrespectful behavior on Friday, August 10th, 2018, around 2:00 p.m. It also serves as a warning letter to avoid any such behavior in the future.

On Friday, I came to you and asked you to improve the project report you had submitted before. In response, you started shouting and arguing that it was a perfect report. I wanted you to edit the report based on the client's comments. Rather than understanding that, you kept shouting and disturbing the whole office. I tried to stop you and gave you a verbal warning, but you just left the hallway while screaming and swearing.

This behavior cannot be tolerated, and you are being placed on a two-day layoff starting August 11th, 20XX. You must report on August 13th, 20XX, at 9:00 a.m. sharp.

This letter will be kept in your record file. If this behavior continues, it will attract severe disciplinary action, leading to the termination of your contract with the company.

Regards,

Smith Steven.