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**L Darling-Hammond**

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dear recipients name we are writing this letter as a notification of a written warning for your violation of specify company s policy your no pay suspension will start from insert date insert the summary of reason for the disciplinary action we would like to inform you that further misconduct in the future may lead to another

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please note if it is found that your act of insubordination was intentional without any valid reasons then it may result in disciplinary action against you viz penalty in terms of deduction from salary reduction suspension from work or termination from your employment or any other appropriate action as decided by the management as per the

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gather details regarding the incidents of insubordination so it can describe them accurately in the letter focused on the facts inclusion what has been spoken real that actions occurred be careful to concentrate with on the behaviors and not identity issues as to

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