

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Formal Letter of Reprimand for Insubordination

Dear [Employee Name],

This letter serves as a formal reprimand for an act of insubordination that occurred on [Date] at approximately [Time].

Specifically, you failed to comply with a direct and reasonable instruction provided by [Name of Supervisor] regarding [Description of Task or Directive]. Your response of [Describe Behavior, e.g., verbal refusal, walking away, or non-compliance] is a violation of company policy and professional conduct standards.

Insubordination is a serious matter as it disrupts workplace operations and undermines the authority of management. We expect all employees to follow instructions and treat colleagues with professional respect.

Effective immediately, you are required to comply with all supervisory directives. Failure to improve your conduct or any further instances of insubordination will result in additional disciplinary action, up to and including termination of employment.

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

Please sign below to acknowledge that you have received and read this letter. Your signature does not necessarily indicate agreement with the contents.

Sincerely,

[Manager Signature]

[Manager Name and Title]

Employee Acknowledgment:

[Employee Signature]

Date: _____