Date: [Date]

To: [Employee Name]
Position: [Employee Job Title]

From: [Supervisor Name]
Position: [Supervisor Job Title]

Subject: Formal Letter of Reprimand for Insubordination

Dear [Employee Name],

This letter serves as a formal reprimand for your act of insubordination which occurred on [Date of Incident].

On the aforementioned date, you were given a direct and reasonable instruction by [Name of Supervisor/Manager] to [Describe the specific task or instruction given]. You failed to follow this instruction by [Describe the specific behavior: e.g., verbal refusal, walking away, or performing a contrary action].

Your conduct is a violation of company policy regarding [Policy Name/Number, if applicable] and professional conduct expectations. Insubordination disrupts the workflow, undermines management authority, and negatively impacts team morale.

Effective immediately, you are expected to comply with all direct orders and assignments provided by your supervisors. Failure to follow instructions or any further instances of insubordination will lead to more severe disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your official personnel file. Please sign below to acknowledge that you have received this document. Your signature does not necessarily indicate agreement with the contents, only that the letter has been delivered to you.

Sincerely,

[Supervisor Signature]

[Supervisor Printed Name]

Employee Acknowledgment:

Signature: _____ Date: _____