Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: First Warning Letter of Reprimand for Insubordination

Dear [Employee Name],

This letter serves as a formal reprimand regarding your conduct on [Date of Incident]. It has been brought to my attention that you engaged in insubordinate behavior by [Describe specific behavior, e.g., refusing to follow a direct order, using disrespectful language, or challenging authority].

This behavior is a violation of company policy and the professional standards expected of all employees. Specifically, your actions failed to comply with [Reference specific policy or handbook section, if applicable].

Maintaining a respectful and cooperative workplace is essential for our operations. Insubordination disrupts team productivity and undermines the management structure of the organization.

Effective immediately, you are expected to comply with all lawful directives and maintain a professional demeanor when communicating with supervisors and colleagues. Failure to show immediate and sustained improvement, or any further instances of insubordination, may result in further disciplinary action, up to and including termination of employment.

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

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Supervisor Signature]

[Supervisor Name/Title]

Employee Acknowledgment:

I acknowledge that I have received this written warning and have had the opportunity to discuss it with my supervisor.

_____

[Employee Signature]

_____

[Date]