Date: [Date]

To: [Employee Name]

Position: [Job Title]

From: [Manager Name]

Subject: FINAL WARNING: Letter of Reprimand for Insubordination

Dear [Employee Name],

This letter serves as a formal final warning regarding your conduct in the workplace. Specifically, this reprimand is issued for acts of insubordination that occurred on [Date of Incident].

Description of Incident:
On the date mentioned above, you [describe specific behavior, e.g., refused to follow a direct lawful order, used disrespectful language toward a supervisor, or failed to complete a assigned task after being instructed to do so].

Previous Discussions/Warnings:
This behavior is a violation of company policy. You have previously been counseled or warned regarding your conduct on [Date of Previous Warning/Meeting]. Despite these prior interventions, your behavior has not met the required professional standards.

Expected Improvement:
Effective immediately, you are expected to:

- Follow all direct instructions and assignments from your supervisors without delay or defiance.
- Maintain a professional and respectful tone in all workplace communications.
- Adhere to the Code of Conduct outlined in the Employee Handbook.

Consequences:
Please be advised that this is a final warning. Failure to show immediate and sustained improvement in your conduct, or any further instances of insubordination, will result in further disciplinary action, up to and including the termination of your employment.

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

Sincerely,

[Signature]

[Manager Name]
[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received a copy of this final warning and have had the opportunity to discuss it with my supervisor.

Employee Signature: _____ Date: _____