DATE: [Insert Date]

TO: [Employee Name]
FROM: [Supervisor Name]
SUBJECT: Official Letter of Reprimand for Insubordinate Conduct

Dear [Employee Name],

This letter serves as an official reprimand regarding your conduct on [Date of Incident]. This formal notification is being issued due to your act of insubordination, specifically: [Provide brief, factual description of the refusal to follow a direct order or the disrespectful behavior].

Your actions on this date are in direct violation of company policy regarding professional conduct and the hierarchy of authority. Insubordination is a serious offense that disrupts workplace operations and undermines the professional environment.

Immediate improvement in your conduct is required. You are expected to follow all lawful instructions from management and maintain a respectful demeanor toward supervisors and colleagues at all times.

Please be advised that further instances of insubordination or any other violations of company policy will result in more severe disciplinary action, up to and including termination of employment.

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

Sincerely,

[Signature]
[Printed Name]
[Title]

Employee Acknowledgment:

I acknowledge that I have received a copy of this letter and that its contents have been discussed with me.

_____
[Employee Signature] [Date]