Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Formal Letter of Reprimand: Refusal to Follow Direct Orders

Dear [Employee Name],

This letter serves as a formal reprimand for your failure to follow a direct order from management. On [Date], you were instructed by [Name of Supervisor/Manager] to perform the following task: [Describe the specific order/instruction].

You refused to comply with this instruction. Such behavior constitutes insubordination and is a violation of company policy regarding professional conduct and performance expectations.

Direct orders from management are necessary for the efficient operation of our department. Your refusal to complete the assigned task disrupted our workflow and [Optional: mention specific impact, e.g., caused a delay in the project].

Effective immediately, you are expected to comply with all management directives and adhere to the standards of conduct outlined in the [Company Name] Employee Handbook. Failure to show immediate and sustained improvement, or any further instances of insubordination, may result in additional disciplinary action, up to and including termination of your employment.

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

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

_____
[Manager Signature]

_____
[Employee Signature]

Date: _____