To: [Employee Name]

From: [Supervisor Name]

Date: [Date]

Subject: Formal Letter of Reprimand for Disrespectful Behavior and Insubordination

Dear [Employee Name],

This letter serves as a formal reprimand regarding your conduct on [Date of Incident]. It has been determined that your behavior during [Briefly Mention Situation, e.g., the staff meeting] constituted both disrespectful behavior and insubordination.

Specifically, you engaged in the following actions: [Provide specific, factual details of what was said or done]. These actions are a direct violation of [Company Name]'s code of conduct and our expectations for professional communication.

Your refusal to follow the direct instructions provided by [Name of Supervisor/Manager] regarding [Task or Directive] is considered insubordination. Such behavior disrupts operations and creates a negative work environment for your colleagues.

Immediate improvement is required. You are expected to:

- Maintain a professional and respectful tone in all communications.
- Follow all lawful and reasonable directives from management immediately.
- Adhere to all company policies regarding workplace conduct.

Please be advised that further incidents of this nature 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.

Sincerely,

[Supervisor Signature]

[Supervisor Printed Name]

Acknowledgment of Receipt:

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

_____

[Employee Signature]

_____

[Date]