Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Formal Letter of Reprimand for Insubordination

Dear [Employee Name],

This letter serves as a formal reprimand for your conduct during the client meeting held on [Date] with [Client Name].

During this meeting, you engaged in insubordinate behavior by [specifically describe the incident, e.g., openly contradicting a direct supervisor's instructions, refusing to follow the established agenda, or using unprofessional language after being told to stop].

Such behavior is a violation of our company's code of conduct and professional standards. Insubordination during client interactions not only undermines the authority of the leadership team but also jeopardizes our professional relationship with [Client Name] and damages the reputation of the company.

Effective immediately, you are expected to adhere to the following requirements:

- Follow all verbal and written instructions provided by management during client engagements.
- Maintain a professional and collaborative demeanor in all external communications.
- Address any internal disagreements privately with your manager rather than in front of clients.

Please be advised that further instances of insubordination or unprofessional conduct 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. Please sign below to acknowledge that you have received and understood this document.

Sincerely,

[Manager Signature]

[Manager Name]
[Job Title]

Employee Acknowledgment:

Signature: _____ Date: _____