CONFIDENTIAL

TO: [Employee Name]
FROM: [Supervisor Name]
DATE: [Date]
SUBJECT: Letter of Reprimand for Verbal Insubordination

Dear [Employee Name],

This letter serves as a formal reprimand regarding your conduct on [Date of Incident]. At approximately [Time], during a discussion regarding [Topic/Task], you exhibited verbal insubordination toward [Name of Supervisor/Manager].

Specifically, your behavior included: [Insert specific details of the verbal misconduct, e.g., refusal to follow a direct order, use of profane language, or shouting].

This behavior is unacceptable and violates company policy regarding professional workplace conduct. Insubordination disrupts the work environment and undermines the authority of the management team. Professionalism and cooperation are essential requirements of your position.

Effective immediately, you are expected to follow all lawful instructions from your supervisors and maintain a respectful tone in all workplace communications. Failure to show immediate and sustained improvement, or any further instances of insubordination, may result in further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Supervisor Signature]

[Supervisor Name]
[Job Title]

Employee Acknowledgment:

I acknowledge that I have received a copy of this letter and that its contents have been discussed with me. My signature does not necessarily indicate agreement with the contents.

_____
[Employee Signature] / [Date]