Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Formal Letter of Reprimand for Insubordination and Policy Violation

Dear [Employee Name],

This letter serves as a formal reprimand for your recent conduct on [Date of Incident]. Your actions have been classified as insubordination and a direct violation of company policy regarding [Insert Policy Name/Number].

Description of Incident:
On [Date], you were given a direct order by [Manager Name] to [Describe Task/Instruction]. You refused to comply with this directive by [Describe Specific Behavior]. Furthermore, your actions violated Section [Number] of the Employee Handbook, which states: "[Insert Brief Policy Quote]."

Impact:
Insubordination disrupts the workplace, undermines management authority, and negatively affects team productivity. Compliance with company policies is a mandatory condition of your employment.

Expectations for Improvement:
Effective immediately, you are expected to:

- Follow all lawful instructions and directives from management without delay.
- Review and adhere to all company policies and procedures.
- Maintain a professional and respectful demeanor at all times.

Consequences:
Please be advised that further instances of insubordination or policy violations 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 this document. Your signature does not necessarily indicate agreement with the contents, only that the letter has been delivered to you.

_____
Employee Signature

_____
Date

_____

Supervisor/HR Signature