Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Formal Letter of Reprimand for Insubordination Regarding Task Deadlines

Dear [Employee Name],

This letter serves as a formal reprimand for your recent act of insubordination regarding assigned task deadlines. Specifically, on [Date], you were instructed to complete [Specific Task] by [Original Deadline]. Despite clear instructions and a follow-up reminder on [Date], you failed to meet this deadline and [describe the insubordinate behavior, e.g., explicitly refused to prioritize the task or ignored direct orders to provide an update].

Timely completion of assignments is essential to our operations. Your failure to follow direct instructions regarding these timelines disrupts the workflow of the entire team and constitutes a violation of company policy regarding professional conduct and insubordination.

Effective immediately, you are expected to:

- Adhere to all deadlines set by management without exception.
- Follow all lawful and reasonable directives provided by your supervisor.
- Communicate any potential obstacles to a deadline at least [Number] hours in advance.

Please be advised that further instances of insubordination or failure to meet performance expectations will result in additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Supervisor Signature]

[Supervisor Name]

[Title]

Acknowledgment of Receipt:

I acknowledge that I have received a copy of this reprimand and have had the opportunity to discuss it with my supervisor.

_____
Employee Signature

Date: _____