Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Representative]

Subject: Formal Letter of Reprimand for Blatant Insubordination

Dear [Employee Name],

This letter serves as a formal reprimand regarding your conduct on [Date of Incident]. Your actions have been classified as blatant insubordination, which is a violation of [Company Name]'s code of conduct and professional expectations.

Description of Incident:
On [Date], at approximately [Time], you were given a direct and reasonable instruction by [Manager/Supervisor Name] to [Describe Task or Order]. In response, you [Describe Specific Behavior: e.g., explicitly refused to perform the task, used unprofessional language, or walked away].

Impact of Behavior:
Your refusal to follow a direct order undermines the authority of management and disrupts the operational efficiency of the team. Such behavior creates a negative work environment and will not be tolerated.

Required Corrective Action:
Effective immediately, you are expected to comply with all lawful and reasonable directives from your supervisors. You must maintain a professional demeanor at all times. Failure to follow instructions or any further instances of insubordination will result in more severe disciplinary action, up to and including termination of employment.

Acknowledgment:
Please sign below to acknowledge that you have received this letter and that we have discussed the seriousness of this matter. Your signature does not necessarily indicate agreement with the contents, but confirms receipt of the document.

_____
Employee Signature

_____
Date

_____
Manager/HR Signature

_____

Date