To: [Employee Name]

From: [Manager Name]

Date: [Date]

Subject: Formal Letter of Reprimand for Insubordination and Unprofessionalism

Dear [Employee Name],

This letter serves as a formal reprimand regarding your recent conduct on [Date of Incident]. Specifically, this notice addresses your acts of insubordination and unprofessional behavior in the workplace.

Description of Incident:

On the date mentioned above, the following occurred: [Provide a factual, concise description of the refusal to follow instructions and the unprofessional language or behavior displayed].

Policy Violations:

Your actions are in direct violation of [Company Name]'s Employee Code of Conduct and our policy regarding [Specific Policy, e.g., Professionalism or Managerial Directives]. Insubordination, defined as the deliberate refusal to obey a direct and reasonable order, is a serious offense that disrupts operations and undermines the authority of the management team.

Expectations for Improvement:

Effective immediately, you are expected to:

- Follow all lawful and reasonable instructions provided by your supervisors without delay or argument.
- Maintain a professional demeanor and tone in all communications with colleagues and management.
- Adhere strictly to all company policies and procedures.

Consequences:

Please be advised that this letter will be placed in your permanent personnel file. Further instances of insubordination, unprofessionalism, or any other violation of company policy will result in additional disciplinary action, up to and including termination of employment.

By signing below, you acknowledge that you have received this letter and understand its contents. Your signature does not necessarily indicate agreement with the statements made above.

_____

Employee Signature

_____

Date

_____

Supervisor Signature