Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Formal Letter of Reprimand: Insubordination and Failure to Perform Duties

Dear [Employee Name],

This letter serves as a formal reprimand for your recent conduct and performance. Specifically, this disciplinary action is being taken due to acts of insubordination and a consistent failure to perform your assigned duties.

Description of Incident(s):

On [Date], the following occurred: [Provide a detailed description of the insubordinate behavior and the specific tasks that were not completed].

Impact of Conduct:

Your refusal to follow direct instructions from management and the neglect of your core responsibilities have negatively impacted the department's operations and burdened your colleagues.

Required Improvements:

Effective immediately, you are expected to:

- Follow all lawful and reasonable directions provided by supervisors.
- Complete all assigned tasks within the designated deadlines.
- Maintain a professional and cooperative attitude in the workplace.

Consequences:

Failure to show immediate and sustained improvement in your performance and conduct will lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received and understood this letter. Your signature does not necessarily indicate agreement with the contents.

_____

Employee Signature

_____

Date

_____

Manager Signature