

Letter Addressing Disobedience or Defiance

Subject: Reprimand for Insubordination

Dear [Employee's Name],

This letter is to formally reprimand you for insubordination exhibited on [specific date]. During your interaction with [supervisor/manager's name], you refused to comply with direct and reasonable instructions, displaying open defiance and unprofessional conduct.

Such behavior undermines the authority of management and disrupts workplace harmony. It is imperative that all employees follow established lines of communication and demonstrate respect for their supervisors.

You are instructed to adhere to all company protocols moving forward. Any further act of insubordination will result in stronger disciplinary action, up to and including dismissal.

Please sign and return this letter to acknowledge receipt and understanding of its contents.

Sincerely,

[Manager's Name]

[Title]

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