

Formal Letter of Reprimand for Direct Insubordination

Subject: Written Reprimand for Insubordination

Dear [Employee Name],

This letter serves as a formal written reprimand for your act of insubordination that occurred on [Date]. Specifically, you refused to comply with a direct and reasonable work instruction given by [Supervisor Name/Title] to [describe the task/instruction].

At approximately [time], you were instructed to [specific instruction]. You responded by [describe the insubordinate behavior - refusing, arguing, walking away, etc.]. This behavior constitutes a clear violation of company policy regarding respect for authority and compliance with reasonable work directives.

Your refusal to follow this legitimate instruction disrupted workflow, set a negative example for other team members, and undermined managerial authority. Such conduct is unacceptable and will not be tolerated.

This written reprimand will be placed in your personnel file. Any further instances of insubordination or similar misconduct may result in more severe disciplinary action, up to and including termination of employment.

You are expected to comply with all reasonable work instructions from your supervisors immediately. If you have concerns about a directive, you should follow it first and then raise your concerns through proper channels afterward.

Please sign below to acknowledge receipt of this reprimand. Your signature does not indicate agreement, only that you have received and read this document.

Sincerely,

[Manager Name]

[Title]

[Date]

Employee Signature: _____ Date: _____

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