

Professional Letter of Reprimand for Disrespectful Conduct

Subject: Written Reprimand for Disrespectful and Insubordinate Behavior

Dear [Employee Name],

I am writing to formally address your inappropriate and disrespectful conduct toward [Supervisor/Manager Name] on [Date]. This behavior constitutes insubordination and violates our workplace standards.

During the [meeting/interaction] on [Date], you [describe specific disrespectful actions: raised voice, used inappropriate language, made dismissive gestures, etc.] when [Supervisor Name] provided you with feedback regarding [issue]. Your response included [specific words or actions], which was wholly unprofessional and disrespectful.

Regardless of any frustrations you may have been experiencing, such behavior is never acceptable in our workplace. All employees are expected to treat supervisors and colleagues with respect, even during disagreements or difficult conversations.

This is a formal written warning. A copy will remain in your personnel file for [time period]. Should similar behavior occur again, you will face additional disciplinary measures, potentially including suspension or termination.

I encourage you to reflect on this incident and commit to professional conduct going forward. If you are experiencing workplace challenges that contributed to this behavior, I invite you to discuss them with Human Resources through appropriate channels.

Please acknowledge receipt of this letter by signing and dating below.

Sincerely,

[Manager Name]

[Title]

Employee Acknowledgment: _____ Date: _____

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