

Serious Letter of Reprimand for Repeated Insubordination

Subject: Final Written Warning - Repeated Insubordination

Dear [Employee Name],

This letter constitutes a final written warning regarding your continued pattern of insubordinate behavior. Despite previous verbal counseling on [Date] and a written warning on [Date], you have again demonstrated refusal to follow reasonable management directives.

On [Date], you were instructed by [Supervisor Name] to [specific instruction]. You openly refused this directive in front of other staff members, stating [quote or paraphrase the refusal]. This marks the third documented instance of insubordination in [time period].

Your pattern of behavior includes:

- [Date]: [Brief description of incident]
- [Date]: [Brief description of incident]
- [Date]: [Current incident]

This ongoing defiance of supervisory authority is unacceptable and has created a disruptive work environment. Your actions undermine team morale, waste management time and resources, and violate fundamental employment expectations.

This is your final warning. Any additional instance of insubordination, refusal to follow reasonable work instructions, or disrespectful conduct toward supervisors will result in immediate termination of your employment.

You are required to meet with Human Resources and your direct supervisor on [Date] at [Time] to discuss performance expectations and develop an improvement plan. Failure to attend this meeting will be considered job abandonment.

This letter will be placed permanently in your personnel file.

Sincerely,

[Manager Name]

[Title]

[HR Representative Name]

[Title]

Employee Signature: _____ Date: _____

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