

General Letter of Reprimand for Challenging Authority

Subject: Written Reprimand - Insubordinate Conduct

Dear [Employee Name],

This letter is to document and address your insubordinate behavior that occurred on [Date] during [situation/location].

When [Supervisor Name] asked you to [task or instruction], you responded by [describe the challenging behavior: questioning authority publicly, refusing outright, arguing extensively, etc.].

While we encourage open communication and value employee input, the manner in which you challenged this directive was inappropriate and disrespectful.

The specific concerns with your conduct include:

- Refusing a reasonable work assignment without legitimate justification
- Responding in a confrontational manner
- Displaying defiance in front of colleagues
- Failing to use proper channels for expressing concerns

We value your contributions to the team, but compliance with reasonable supervisory instructions is a fundamental requirement of your position. If you have legitimate concerns about a work directive, company policy provides appropriate channels for addressing them.

This written reprimand serves as formal notice that such behavior must cease immediately.

Continued insubordination will result in progressive disciplinary action.

We expect your full cooperation and professional conduct moving forward. Please contact Human Resources if you have questions about workplace policies or appropriate communication channels.

Acknowledge receipt by signing below.

Sincerely,

[Manager Name]

[Title]

Employee Signature: _____ Date: _____

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