

Official Email of Reprimand for Insubordination During Remote Work

Subject: Formal Written Reprimand - Insubordination

Dear [Employee Name],

This email serves as formal documentation of insubordinate behavior during our remote work arrangement.

On [Date], during a video conference meeting at [Time], you were directed by [Supervisor Name] to [specific instruction]. You responded by [describe behavior: disconnecting from the call, refusing via chat/email, verbally declining, etc.]. Additionally, you failed to respond to subsequent emails and calls regarding this matter for [time period].

Remote work requires the same level of professionalism and compliance with supervisory direction as in-office work. Your refusal to complete assigned work and your failure to communicate professionally are serious violations of company policy.

This written reprimand is being issued and will be placed in your personnel file. You are required to:

1. Complete the originally assigned task by [deadline]
2. Attend a mandatory meeting via video conference on [Date] at [Time]
3. Demonstrate immediate improvement in responsiveness and cooperation

Failure to comply with these requirements or any future instance of insubordination will result in escalated disciplinary action, including possible termination.

Please reply to this email within 24 hours to acknowledge receipt and confirm your understanding of these expectations.

Sincerely,

[Manager Name]

[Title]

CC: [HR Department]

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