

# Formal Letter of Reprimand for Insubordination with Safety Implications

Subject: Immediate Written Reprimand - Refusal to Follow Safety Protocol

Dear [Employee Name],

This letter serves as an immediate formal reprimand for your serious act of insubordination involving safety procedures on [Date].

You were specifically instructed by [Supervisor Name] to [safety-related instruction, e.g., wear protective equipment, follow lockout/tagout procedures, cease unsafe operation]. You openly refused this direct safety instruction, stating [quote or describe refusal].

Your refusal to comply with safety directives is extremely serious. Such behavior not only violates company policy but also endangers yourself, your coworkers, and potentially our entire operation. Safety instructions are non-negotiable and must be followed without exception.

This incident represents both insubordination and a safety violation, two of the most serious infractions an employee can commit. The potential consequences of your refusal could have been catastrophic.

This written reprimand will remain permanently in your personnel file. You are hereby placed on a [time period] probationary period. During this time:

- You must complete mandatory safety retraining by [Date]
- You will be subject to increased supervision
- Any further safety violations or insubordination will result in immediate termination

Workplace safety is our highest priority. Your immediate compliance with all safety protocols is required to maintain your employment.

Acknowledge receipt by signing below.

Sincerely,

[Manager Name]

[Title]

[Safety Officer Name]

[Title]

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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