

Formal Reprimand for Insubordination

Date: _____

Employee Name: _____

Job Title: _____

Department: _____

Subject: Formal Reprimand for Insubordination

Dear _____,

This letter serves as a formal reprimand due to your recent act(s) of insubordination on _____ (date of incident). Specifically, you failed to carry out assigned tasks and/or refused to comply with direct instructions given by your supervisor/manager.

Such behavior is unacceptable and violates company policies regarding conduct and workplace responsibilities. Please be reminded that we expect all employees to follow reasonable instructions and adhere to company procedures at all times.

Immediate and sustained improvement in your conduct is necessary. Any further acts of insubordination or failure to comply with workplace policies may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this reprimand and use this opportunity to improve your performance and attitude towards your responsibilities.

Sincerely,

Supervisor/Manager

Employee