Letter of Reprimand:

Insubordination

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| --- | --- |
| [Employee Name] | [Company Name] |
| [Employee Job Title] | [Company Address] |
| [Employee Department] | [Date] |
|  |  |

Subject: Letter of Reprimand for Insubordination

Dear [Employee Name],

This letter serves as an official reprimand for your recent act of insubordination. On [Insert Date], you refused to comply with [Insert Reason] a direct order from your supervisor, Mary Scott, regarding contacting overdue debtors about their unpaid invoices. This refusal to follow direct and reasonable instructions from a supervisor is considered insubordination and is a serious breach of company policy].

Your actions on [Insert Date] not only undermined your supervisor’s authority but also disrupted workflow, setting a negative example for your colleagues. It is essential for the efficient operation of our team and the company as a whole that all employees adhere to their supervisors’ directives, provided they are lawful and within the scope of your professional responsibilities.

Effective immediately, you are expected to:

1. Follow all reasonable and lawful instructions given by your supervisors without resistance.
2. Communicate any concerns or difficulties in following instructions in a respectful and constructive manner.
3. Demonstrate a commitment to teamwork and cooperation in your daily tasks.

Failure to comply with these expectations may result in further disciplinary action, up to and including termination of employment.

We are committed to supporting you in meeting these expectations and creating a productive working environment. Should you have any concerns or need assistance in understanding your responsibilities, please do not hesitate to contact the HR department.

Please acknowledge receipt of this letter by signing and returning the attached copy. Your signature indicates that you have received and understood the contents of this letter, not necessarily that you agree with it.

Sincerely,

[HR Department Representative Name]

I, [Employee Name], acknowledge receipt of this letter of reprimand and understand its contents.

Handwritten Signature



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