

Apology Email for Mistaken Disciplinary Action

Subject: Apology for the Recent Misunderstanding

Dear [Employee Name],

I am reaching out to apologize for the disciplinary action that was mistakenly taken against you regarding [specific issue]. After reviewing the matter, it is clear that the situation was a misunderstanding and that you were not at fault.

I regret any stress, embarrassment, or inconvenience this may have caused you. Please rest assured that we have corrected the record and that your reputation within the company remains intact. We are also revisiting our processes to avoid such mistakes in the future.

Your integrity and professionalism are highly valued, and I sincerely apologize for the error.

Kind regards,

[Your Name]

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