## Professional response to first warning letter

Dear [Manager's Name],

I acknowledge receipt of your warning letter dated [Date].

I sincerely apologize for the issue mentioned and take full responsibility for my actions.

I am committed to improving my performance and ensuring that this situation does not occur again.

Thank you for your guidance and understanding.

## **Get more templates here:**

https://www.lettersandtemplates.com/letters/how-to-respond-to-a-warning-letter-at-work