

Informal response to warning letter regarding remote work error

Hi [Manager's Name],

Thanks for bringing the issue to my attention regarding [specific error].

I realize my mistake and I'm already taking steps to ensure it doesn't happen again.

Appreciate your understanding as I adjust my workflow.

Get more templates here:

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