

Professional Rebuttal to Letter of Reprimand

Subject: Response to Letter of Reprimand

Dear [Manager's Name],

I am writing in response to the letter of reprimand dated [Date]. I appreciate the feedback provided, however, I would like to clarify certain points and present additional context regarding the incident mentioned.

On [Specific Date], [explain situation factually and professionally]. I believe this misunderstanding arose due to [explain circumstances]. I have attached supporting documentation and records to provide a clear overview.

I am committed to maintaining high standards of performance and professionalism and welcome any discussion to ensure mutual understanding.

Sincerely,

[Your Name]

[Position]

[Department]

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