

Formal Rebuttal with Evidence

Subject: Rebuttal to Disciplinary Action

Dear [HR Manager's Name],

I acknowledge receipt of the reprimand issued on [Date]. While I respect the company's policies, I must respectfully disagree with the conclusions drawn in the letter.

The incident on [Date] involved [specific details]. Attached are emails, reports, and witness statements that support my version of events. I believe these documents provide a complete picture and clarify my role and actions.

I request a review of this matter and remain willing to discuss it at your convenience.

Respectfully,

[Your Name]

[Position]

[Contact Information]

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