

Conciliatory Rebuttal Letter

Subject: Response to Reprimand Notice

Dear [Supervisor's Name],

Thank you for sharing your concerns in the recent letter of reprimand. I understand the company's perspective and value your feedback.

I would like to provide additional context regarding [specific issue]. My actions were intended to [explain intentions], and I regret any confusion or disruption caused.

I am committed to improving and aligning with company expectations moving forward. I appreciate your consideration and guidance in this matter.

Sincerely,

[Your Name]

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