

Informal Email Rebuttal

Subject: Clarification Regarding Reprimand

Hi [Manager's Name],

I received the reprimand sent on [Date]. I wanted to provide some clarification on the situation mentioned.

On [Date/Incident], [explain briefly your perspective]. I believe there may have been some miscommunication, and I'd be happy to discuss this further to clear up any misunderstanding.

Thanks for your time,

[Your Name]

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