

Heartfelt Rebuttal Letter

Subject: Personal Response to Reprimand

Dear [Supervisor's Name],

I am writing to express my perspective regarding the reprimand issued on [Date]. I deeply respect the team and our objectives, and I wish to provide context to avoid any misunderstanding.

On [Date], my actions were intended to [explain intentions and circumstances]. I regret any unintended impact and hope to work collaboratively to prevent similar situations in the future.

Thank you for your time and understanding.

Sincerely,

[Your Name]

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