

Provisional Professional Email Template

Subject: Re: Your Apology - Moving Forward

Dear [Name],

I have received your apology regarding [specific incident]. While I appreciate you taking responsibility for your actions, I need to be honest about where I stand.

Your apology is a positive first step, and I'm willing to work toward rebuilding our professional relationship. However, I believe actions speak louder than words, and I'll need to see consistent changes in behavior moving forward.

I'm open to discussing specific steps we can take to prevent similar situations in the future. Perhaps we could schedule a brief meeting to establish clear expectations and communication protocols.

I hope we can move past this constructively.

Regards,

[Your Name]

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