[Company Name]  
[Address]  
[Contact/Text]

Re. Reply to the Reprimand Notice Served on 12-02-20XX Following a Prompt Demand of an NTE (Notice to Explanation)  
  
Dear Sir,

This letter has been drafted to you in response to the reprimand notice served to me by the Department of Human Resources on your directions. The letter demands a show-cause letter which I attempt to explain below.

The reprimand notice has been written to me for the negligence shown by me to the work and non-seriousness in the work decentralizing one of the most important assignments and projects. Moreover, I have been charged with the allegation of misconduct on my part with Mr. Ichimaru who is working as an Assistant Finance Manager in the company. Hence this letter is an explanation of the chronic negligence and non-seriousness with the office tasks and misconduct with Mr. Ichimaru, I have drafted ample details as an explanation below.

Addressing the problem of my chronic negligence and absence of focus, I come to tell you that my wife is seriously ill and has been admitted to the hospital. She has gone through a kidney nephrectomy I could not take a break from the office due to the excessive workload and plethora of new projects. I am a consultant here, so my presence is mandatory to finalize and proceed with new projects.

Therefore, I did not take any leave from the office and kept visiting. Due to the stress created by my wife’s surgery and the financial burden I had to endure, I lost my focus and many of the tasks were neglected unintentionally. As far as my misconduct with Mr. Ichimaru is concerned, he was the one who started the debate with me and brought me into the case.

As CCTV cameras can produce the footage, Mr. Ichimaru can be seen pushing me away first, and then I pushed him and because of that sheer push his head stroke with the glass door. I have apologized to him and wiring an apology to the office too as it was completely self-defense and never willful.

I shall be grateful to you if you find these details ample for the explanation and assume no breach of office rules and regulations reviewing my acts under unavoidable circumstances. I thank you for the opportunity you provided me to serve the details. For more, I am available at [email].

Regards

Mike Petersfield  
The Project Manager  
Keller House’ Organization  
67-P Limeswet Road, Temple Street,  
Boston, CA, USA