Date: ------------------

RE: Reply of explanation [X]

Dear (name of the employer),

I have received a reprimand letter from the company related to my negligence from the duty. I was asked to write the explanation letter in that reprimand letter. Therefore, I am writing this letter of explanation as a reply to the reprimand letter I received yesterday.

I know that my negligence of work is not acceptable, and I am really sorry about it. I know that there is no justification for showing negligence. I just want to tell you that I am going through a hard time.

My wife is extremely ill from last week. I go straight to the hospital after work. I also visit the hospital in the morning before coming to work. Because of this, I often get late from work. Furthermore, there is a lot of stress due to my wife’s illness and it has really disturbed me mentally. I am unable to focus on my work. I am also trying to shoulder the immense financial burden that has really made me so much depressed

I am again apologizing for my negligence from work again. I will correct my behavior and will never show this negligence of work. Please accept my heartiest apologies for showing negligence.

Regards,

Your name

Company name  
Position in the company