

# Write-Up Rebuttal Letter Template

*For Ohio employees responding to a written warning or corrective action. General information, not legal advice.*

A write-up you never answered becomes your employer's version of events. A short, factual rebuttal preserves your side of the record and the timeline that goes with it.

## Before you write

- Sign to acknowledge receipt if asked, and add: "Signed to acknowledge receipt only. I disagree and a written response will follow."
- Ask for a copy of the signed document before you leave the room. If refused, photograph it.
- Write down what happened in the meeting the same day: who was there, what was said, how long it lasted.
- If you are in a union, check your collective bargaining agreement. Grievance deadlines are short and binding.

## The template

[Date]

To: [Supervisor name and HR representative]

Re: Written response to the [type of discipline] dated [date], issued by [name]

I am submitting this written response to the [warning / corrective action] dated [date]. I respectfully disagree with its contents and request that this response be placed in my personnel file alongside it.

**Correction 1.** The document states [quote the assertion]. That is not accurate. [What actually happened, with date, time, and anyone present.] [Identify the email, message, or record that supports this.]

**Correction 2.** The document states [quote the assertion]. [Correction and supporting specifics.]

**Additional context.** [If applicable: On [date] I [reported X / requested leave for Y / disclosed a medical condition to Z]. Prior to that date I had received no written discipline during [length of employment].]

I remain committed to doing my job well and am glad to discuss any of this directly. I am also glad to provide copies of the materials referenced above.

Sincerely,

[Name], [Title]

cc: Personnel file

## Leave these out

- Anger, sarcasm, and insults. Assume every line will be read aloud someday.
- Loose legal labels such as "hostile work environment." Misused terms of art undercut your credibility.
- Admissions offered to seem reasonable. "I know I have been distracted" is a gift to the other side.

- Anything you are not certain is true. One provable exaggeration discredits the whole letter.
- Complaints about coworkers that are unrelated to the specific allegations.

### **After you send it**

- Send by email so it timestamps itself. Copy HR. Ask for confirmation it was placed in your file.
- Keep a copy somewhere your employer does not control. Emailing your own letter to yourself is fine.
- Never forward confidential company documents to a personal account. It can cost you the job and the case.
- Watch what follows: escalating discipline, a sudden PIP, or exclusion from meetings you used to attend.

**Discipline that follows a complaint, a leave request, or a medical disclosure is worth reviewing before a termination, not after. A free, confidential consultation can tell you where you stand.**

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