

Dear Mr. Hancock,

I am writing to apologize for the manner in which I spoke to you today at the weekly conference.

I've been with this company for five years now, and I've developed a very close relationship with my colleagues. When you mentioned a misappropriation of funds and the investigation, I immediately went on the defense, as I couldn't imagine who could possibly be involved. That was wrong of me. It's not my place to make a judgment like that, and I completely understand the severity of the situation.

If I had wanted to share a grievance, I should have waited until after the meeting to speak with you in private, rather than engaging in an argument with you in front of everyone. This was a poor judgment call on my part, and I accept full responsibility. I also realize resolving this issue may require disciplinary action.

It was not my intention to challenge your authority; rather, I allowed an emotional response to a sensitive topic cloud my vision. This sort of behavior is not something I have ever engaged in in the workplace, and it is not something you will ever see again.

The inquiry team has my complete cooperation, and I can promise going forward to leave that kind of emotion at the door. I trust and respect your judgment.

Sincerely,  
William Barnes