

Dear [confidential name],

With great reluctance and a heavy heart, I am writing this letter to address my concern over an incident I witnessed on [date], in the office. I feel remorseful to admit that the manner you spoke to one of our colleague that day was highly inappropriate. It wouldn't have been the case had the conversation taken place behind a closed door. In the presence of so many staff members; however, the whole incident was downright derogatory and humiliating.

In a professional environment, a respectful and polite attitude towards your colleagues is essential for productive and effective teamwork. All the staff members work extremely hard for us and they deserve equal respect, regardless of what level of occupation they are in.

As managers, it is our moral responsibility to watch our words and actions to ensure we do not end up hurting anyone's self-esteem, even in dire disappointment. Such incidents foster negativity and reflect badly on the whole team. It is mere fortune that none of my clients were present at that moment to witness such unprofessional attitude.

Please note that, politeness and patience are two extremely essential elements of professionalism and a professional of your level is expected to exhibit these virtues in an exemplary manner.

With all due respect, I would hope that you take some time to reflect on this for future incidents. All our staff members work very hard to accomplish the organizational goals and without them this would not be possible. I hope and I really wish that there won't be a similar incident to witness in the future.

It would be great to work in a peaceful and holistic environment. Thank you.

Sincerely,

[Name of colleague]