



Dear \_\_\_\_\_,

I am very sorry for my behavior in the staff meeting this morning. I cut you off in the middle of your presentation and criticized your performance in front of the staff. This was not only unprofessional but also simply disrespectful. I let my stress about a personal matter impact my management of the office.

I have always said to you, and to all my employees, that I want this office to be a place where you all feel comfortable sharing ideas with one another. When I yelled at you publicly for a small error in your presentation, I damaged that collaborative environment.

I am taking steps to make sure I do not lose my temper in that way again. I am working to manage my stress so that I do not let it impact the way I interact with my employees. I also know how capable you are of conducting a terrific staff meeting. I would, therefore, love for you to lead the staff meeting next week.

I am very sorry again. Feel free to contact me if you would like to discuss this matter further.

Sincerely,

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