

Letter of Responsibility for Misconduct

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally address the issue of misconduct that has occurred on [insert date or period]. It has come to my attention that your actions have not aligned with the expectations set forth in our code of conduct.

As a result of this behavior, I want to express my responsibility for the role I played in this situation, and I acknowledge that it has impacted not only my personal integrity, but also the team's overall morale and performance.

Moving forward, I am committed to rectifying this situation and ensuring that I adhere to our established protocols. I am also open to any feedback or guidance you may provide to help foster a more positive and productive environment.

Thank you for your understanding, and I look forward to making amends.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]