

September 25, 2005

Dear Michael,

I am writing today to tell you how sorry I am that we had a public argument. Worse yet, I started it because of a manufactured misunderstanding!

I was under the impression that you had gone behind my back to Kathy to complain about my work. I was made to understand by another party that you were unhappy with my work and wanted to get me fired. It turned out that the other party just wanted to start trouble between us so she could step in and get a raise and a promotion. Her plan was to get rid of both of us. Fortunately, Kathy was onto her early enough to keep us both from being fooled, and the other party was let go this morning.

I am truly sorry that I did not come to your cubicle and ask if you wanted to go for coffee or go to an empty conference room to discuss what I heard. A private conversation would have saved us both from public embarrassment. I believe we were “set up” for maximum embarrassment by the other party.

Please accept my heartfelt apology and my promise to come to you directly should anything like this ever happen again.

Sincerely,

Pat Smith