I am writing in reply to the show cause letter served to me for misconduct. I was severely reprimanded by concerned HR personnel about the incident(s) that occurred on [date 1] and [date 2].

On [date 1] I was participating in the weekly team meeting when my co-worker [name] categorically insinuated that I was incompetent more than once within an hour. I ignored it the first time and went on to discuss the issues I was facing in the tasks assigned. However, the second time she directly passed a condescending remark to me and made fun of me. I felt extremely embarrassed in front of the team and got angry. I replied to her in the same rude tone and left the meeting.

On [date 2] while making coffee for myself, I was approached by another colleague who started misbehaving with me without reason. I tried to distance myself from him, but he had been annoyed for some reason and he pushed me. I lost my temper for an instant and pushed him back harder, which caused him to fall on the table.

I apologize for my misconduct on both occasions and know that I should have handled both situations with more grace and professionalism. However, I was unduly instigated and have witnesses for both accounts. I have learned my lesson and shall strive to improve on my temper.

Sincerely,

Employee name

Designation