**To**

**[The Recipient Name]  
[Designation]**

**DATE:**

**Re. Responding to the Show Cause Notice for the Misconduct in the Conference Room on [date]**

Dear Mr. [name], I am writing this letter to respond to the show cause letter that was sent to me by the HR Manager on behalf of you for the misconduct committed by me. I am here to explain why I did that and what situations led to that.

Sir, on [date], in the conference room, I along with the newly made team for the marketing and content management of the new product, i.e., [product number], settled to discuss the methodology of the project. As you know, I have been recently promoted from the position of senior content writer to the marketing manager of the company. The teammates started making fun of my position and taunted my late promotion in different ways. Most of them were in a state of bullying me. Due to this, I lost my temper and screamed over them.

I tried to avoid the situation by converting the conversation back to the main point of discussion, but they incited me into a dispute. I hurled a hand at one of the employees after losing my temperament. I apologize for doing this as it does not comply with the rules and bylaws of the company. I assure you that I will try to stay calm and practice peace in the future.

If you need more details, we can meet in the office. Thank you.

[Your Name]  
[Designation]  
[Company Name]