

Query Letter For Misconduct

Michael Anderson

Principal

Greenwood High School

456 Elm Street

Hometown, IL 62000

manderson@greenwoodhs.edu

555-987-6543

May 27, 2024

John Doe

Math Teacher

Greenwood High School

456 Elm Street

Hometown, IL 62000

Subject: Query Regarding Alleged Misconduct

Dear Mr. Doe,

I hope this letter finds you well. I am writing to formally address a matter of concern regarding your recent behavior that has been reported to the administration. It has come to our attention that on May 20, 2024, you were allegedly involved in inappropriate conduct during a faculty meeting.

Specifically, it has been reported that you made unprofessional remarks towards a colleague, which disrupted the meeting and created a hostile environment. Such behavior, if verified, constitutes a breach of our school's policies, particularly our code of conduct which emphasizes respect and professionalism.

We take these allegations very seriously, as they impact the integrity and safety of our educational environment. We request that you provide a written explanation regarding this incident. Your response should address the following points:

1. A detailed account of your actions on the specified date.
2. Any relevant context or factors that may have influenced your behavior.
3. Any witnesses or evidence you wish to present in your defense.

Please submit your written response by June 3, 2024. Failure to respond within the stipulated time frame may result in further disciplinary action, including but not limited to suspension or further investigation.

We are committed to ensuring a fair and thorough review of this matter. If you have any questions or require further clarification, please do not hesitate to contact me directly at manderson@greenwoodhs.edu or 555-987-6543.

Thank you for your immediate attention to this serious matter.

Sincerely,

Michael Anderson

Principal

Greenwood High School