To, Mr. Arthur Hood  
CEO Epex Telecom, London

Dear Mr. Hood,

It is stated that this letter is being written as a response to the allegations posed on me and stated against me to the higher management. I am aware of the warning letters being issued from the top management to me in the short span of three months. Hence, I wanted to clear the misunderstandings and to put my stance forward so that real justice can be done with me as an employee in Apex Telecom.

In the last couple of months, I had been facing a lot of workplaces bullying as a new assistant manager. The Marketing Head, Mr. Richards asked me to carry on some of his personal tasks including his chores related to home decor and maintenance as his house is being renovated these days for the last two months. I respectfully denied it more than twice, telling him that these personal tasks do not come under the shelter of official tasks and that I am not being paid for such unofficial tasks.

Ever since he has been intimidating me and threatening me around the workplace and a ganging up of the rest of the employees of the department initiated which made me feel uneasy in the office. Many a time I have confronted Mr. Richards that such conduct was unjust and that such pressure would make me go less productive for the company but he just threatened me to complain against me, which he just did.

Sir, working in this office would have been much easier and more fun for me if such acts of intimidation and bullying were not a part of my daily routine. This has also affected my mental health and wellbeing which is eventually consuming my daily stamina and energy resulting in lower and poorer work productivity on the job.

Now that Mr. Richard has shared the matter with the top management, I seek your help, guidance, and justice in this regard. I request you to look into this matter of workplace ganging up and bullying as I am not the only one facing this issue here, but I have come up to you with the issue as I was being issued with the warning letters more than twice.

I hope that the matter would be discussed by investigating other employees of the marketing department and that I would be provided with my job security in the company.

Best Regards,

Alexander Hues,  
Marketing Department