Professional Email Message: Sarah and James Scenario 3

Name

Institutional Affiliation

Date: 14th July 2018

To: jamescarter@gmail.com

From: sarah@gmail.com

Subject: James Late Arrival to Workplace

Dear Carter, On-duty manager

Hello, Carter, I am writing to inform you about the late arrival of James to the workplace and the unethical manner in which he responded to my greetings. Even though the ethical code of conduct binding to all the employees clearly states that each employee should express a sense of compassionate and respect towards others, James has responded to me in a manner in which I feel it is demeaning. James also expresses himself in a manner that not only is a disrespectful but also it portrays wrong facial expression and body language that I believe it is against the ethics of communication in the company.

When I openly and warmly say “Good morning, James”, he ignores me, punches in, and headed to shop to his workplace without responding to my greetings. Under the rules and regulation of the organization, it is clearly stated that employees should conduct themselves in a manner that does not compromise with ethics of communication. James has violated it by recklessly punching on the door and proceeding to the workplace without responding to by greetings. Even though the company clearly states that the employees should strictly arrive at the workplace at or before 8 am, I have noticed that James has arrived today at about five minutes late.

The aspect of not bothering to respond to my greeting violates the ethical conducts embraced by the organization. Under the code of ethics adopted by the organization, each and every employee should always maintain friendly relationships with others regardless of their positions by responding to greetings and acting respectfully when talking or being talked to by others. These two variables embraced by the organization are intended to bring about unity and teamwork among the employees.

Before you proceed to take any disciplinary actions against James, I believe we should have a face-to-face meeting to discuss with you on the manner of James. The agenda of the meeting is to discuss with you about the conduct of James, why he arrives at the workplace late, and why he expressed himself in an uneasy and disturbed way. The facial expression of James clearly suggests that he might be having personal stress originating from family issues or a sense of dissatisfaction with the workplace environment. In a couple of minutes, James will be on your desk. Take a minute and keenly interact with him. I believe that our meeting will be very productive because it will enable us to dig inside of the matter and help him. I am looking forward to having a fruitful conversation with you.

Sincerely,

Sarah, the front desk manager