

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Letter to Boss – Compromise of his/her Integrity

Dear :

The infamous author of *Common Sense*, Thomas Paine said, “Character is much easier kept than recovered.” I have put much consideration and thought into the task that you have put before me. Though I know that such a move on my behalf would push the financial reputation of the company to the forefront of the industry, I cannot bear to present inaccurate information to the public regarding the number of widgets sold in comparison to our industrial rivals. Though you have assured me repeatedly that such a move on my behalf would not be an ethically compromising choice, I have found countless ways in which decision would damage the integrity of not only myself, but of this company. Referring back to the statement of Mr. Paine, sometimes, something that is damaged does not experience a 100% recovery. I have decided to keep my integrity healthy and refuse the task appointed to me.

If you have any questions or concerns, please feel free to contact me regarding this decision.

Sincerely,

N A M E