

Greetings case study examples

[Sport & Tourism](#), [Football](#)



First of all I would like to salute you sir, I hope that all is well with you. I am concerned about what has been going on in the football team during their practice sessions and am therefore letting you know that there are lots of strategies that I have laid down in order to deal with the situation.\nFirst of all, I am going to investigate that matter thoroughly. I am not only going to rely on the information that we have from the assistant coach but also information from the players and all parties concerned. This will enable us come up with concrete and confirmed evidence that will be used in dealing the issue.\nSecondly, after all investigation is done, I am going to surrender all the information gathered to the sports department and the committee concerned so that it we all agree on the most appropriate measures that we will take against the coach. I am meant to understand that this is a very sensitive issue because there are other cases that have been reported in college concerning a student who was intimidated within the college premises simply because of his sexual orientation. I therefore assure you that I will handle this issue with a lot of care and seriousness.\nI am also going to take it upon myself to summon the coach together with the football players so that I get first hand information from all of them before passing any verdict concerning them. If concrete evidence will get gathered about this misdemeanor, then I will recommend the right measures be taken against the coach and the team as a whole.\nI would like to salute you; I hope you are fine today. I am okay and would like to inform you that I have consulted far and wide concerning the issue raised by the fired assistant coach. I am still going on with my investigations and am yet to conclude it. But I would like to inform you that you must still remain cooperative and be

ready to accept whatever decision the committee and myself will arrive at.\nI must admit that you are one of the best coaches we have had in a very long time but that does not mean that we sweep under the carpet such grievous allegations leveled against you. We would like to have a situation where there is respect among staff and students regardless of how and where they interact. It is for this reason that we as institution are going to take the steps that we have decided to for the common good of all of us.\nI am well aware of the sensitivity of this issue and so you should. It is for this reason that I am writing to you to let you know of the decision I have arrived at. You are hereby suspended until all investigation is concluded and a verdict arrived at. This is so because of the weight this matter has on our institution concerning our integrity.\nThis does not necessarily mean that you are fired but rather, you are giving room for conclusive investigations to be carried out. Considering the situation at hand and that the assistant coach is scheduled for an interview on Sports Channel, we are left no choice so that we do not compromise our position and that of our football team and the whole institution at large.