## **Apology Accepted Letter - Professional**

Dear [Recipient Name],

In reference to your apology letter, which you sent on [some date], we would like to inform you that we have decided to accept your apology and dismiss any counter actions planned against you. We appreciate the acknowledgment to the [errors/mistakes] committed by you and value your response to the unfortunate incident. We find in your reaction a great deal of responsibility, which influenced our decision.

We hope that such incidents don't happen again in the future. We would like to maintain our professional relationship with minimal disruptions. It is very important that we all adhere to the confinements of a productive environment with such [errors/mistakes] completely eliminated. Regards