

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 donâ€™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