

Formal Apology for Workplace Misconduct

Subject: Apology for My Misconduct

Dear [Recipient's Name],

I am writing this letter to sincerely apologize for my misconduct during [specific incident]. I deeply regret my behavior, which was unprofessional and disrespectful, and I recognize the negative impact it may have had on you and the team.

Please know that my actions were not a true reflection of my values or my respect for you and the workplace environment. I take full responsibility for my behavior and am committed to ensuring it does not happen again.

To address this matter, I am actively taking steps to improve my conduct, including [mention any corrective actions like training, counseling, or reflective practices]. I hope to regain your trust and demonstrate through my actions that I have learned from this mistake.

Thank you for your understanding and patience as I work to make things right.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/apology-letter-for-bad-or-disrespectful-behavior-or-misconduct-or-being-rude>