

Official Apology to Management

Subject: Official Apology for Misconduct

Dear [Manager's Name],

I wish to extend my sincere apologies for my misconduct on [date]. I recognize that my actions were unprofessional and not in line with the standards expected of me as part of this organization.

I take full responsibility for my behavior and assure you that I am implementing corrective measures to prevent a recurrence. I am committed to upholding the integrity of the workplace and contributing positively to the team.

Please accept this apology as a formal acknowledgment of my mistake. I deeply regret the incident and appreciate your understanding as I work to restore trust.

Respectfully,

[Your Name]

[Your Position]

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