

Professional apology for workplace misunderstanding

Subject: Apology for My Behavior

Dear [Colleague's Name],

I am writing to extend my sincerest apologies for my recent actions during our meeting. My words were unprofessional, and I recognize that they may have hurt your feelings and created unnecessary tension.

It was not my intention to disrespect you, and I deeply regret the impact of my behavior. I assure you that I will approach our future interactions with more respect and professionalism. Your contributions are valuable, and I truly appreciate the work you do.

Thank you for your understanding, and I hope we can continue to work together with mutual trust.

Sincerely,

[Your Name]

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