

Formal apology for discriminatory behavior

Subject: Apology for Discriminatory Conduct

Dear [Victim's Name],

I am writing to apologize for my discriminatory behavior and comments toward you. My actions and words were offensive, hurtful, and completely unacceptable.

I recognize that my conduct was based on prejudice and bias, and contributed to creating an environment where you felt unwelcome, disrespected, or unsafe. This type of behavior has no place in our society, workplace, or community.

I want you to know that I am taking concrete steps to educate myself and address my biases. I am participating in diversity and inclusion training, reading extensively on the subject, and working with a counselor to examine and change my attitudes and behaviors.

I understand that the impact of discrimination extends far beyond the immediate incident, and I am committed to being part of the solution rather than part of the problem going forward.

While I know an apology cannot erase what happened, I wanted you to know that I am genuinely remorseful and committed to doing better.

Respectfully,

[Your Name]

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