

## Sample Apology Letter to a Boss

Dear [Boss's Name],

I am writing this letter to apologize for [describe the situation/error]. My actions were unprofessional and I deeply regret any inconvenience or disappointment they may have caused.

I hold a great deal of respect for you and the workplace, and I am committed to rectifying my mistake and ensuring a positive work environment moving forward.

Thank you for your understanding and guidance.

Sincerely,

[Your Name]