

Sample Apology Letter to a Coworker

Dear [Coworker's Name],

I want to apologize for [describe the situation/error]. My behavior was inappropriate and I deeply regret any discomfort I may have caused you.

I value our working relationship and I am committed to ensuring a positive and respectful atmosphere in the workplace. Please accept my sincere apology.

Thank you for your understanding.

Sincerely,

[Your Name]