

Professional apology for workplace behavior

Subject: Apology for My Behavior

Dear [Recipient Name],

I am writing to sincerely apologize for my behavior during [specific event/situation]. I recognize that my actions were inappropriate and unprofessional, and I take full responsibility for them.

I value our relationship and the trust we share, and I am committed to ensuring such behavior does not happen again. I hope you can accept my sincere apology.

Sincerely,

[Your Name]

[Position, if applicable]

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