

Dear [Coworker's Name],

I hope this message finds you well. I am writing to express my sincere regrets regarding [specific situation or event]. It was never my intention to cause any discomfort or misunderstanding.

Upon reflection, I realize that my actions may have impacted you, and for that, I am truly sorry. I value our working relationship and appreciate the collaboration we have built over time.

Please know that I am here to discuss this further if you wish. I am committed to making things right and ensuring we continue to support each other in our work.

Thank you for your understanding.

Warm regards,
[Your Name]
[Your Position]