

# Letter of Accountability and Apology

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally acknowledge my actions regarding [specific policy offense] that occurred on [specific date]. I take full responsibility for my behavior and understand that it violated the established policies of [Company/Organization Name].

I sincerely apologize for my actions and the impact they may have had on the team and the organization as a whole. I regret any inconvenience or disruption my conduct may have caused.

Moving forward, I am committed to learning from this experience and ensuring that it does not happen again. I have taken steps to [mention any corrective actions or changes you plan to make].

Thank you for your understanding, and I appreciate your support as I work to rectify this situation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]