

Commitment to Improve After Policy Breach

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally acknowledge the recent breach of company policies that occurred on [insert date of breach]. I understand the seriousness of my actions and the impact they may have had on our team and the organization as a whole.

I take full responsibility for my actions and I am committed to ensuring that such a situation does not happen again. I have reflected on the reasons for the breach and have already taken steps to address and rectify the situation. These steps include:

- [Insert specific action steps taken]
- [Insert additional action steps]
- [Insert any training or development plans]

I am dedicated to improving my understanding of company policies and procedures and will actively seek additional training where needed. I value my position within the company and am committed to restoring trust with my colleagues and management.

Thank you for your understanding and support during this time. I welcome any further guidance or suggestions you may have to assist me in my commitment to improvement.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]