

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally apologize for my violation of [specific policy] on [date of violation]. I understand that my actions have not only breached the policy but may have also caused inconvenience to the team and the organization.

I take full responsibility for my actions and acknowledge that they were not in line with the standards expected of me. I appreciate the importance of adhering to company policies and the trust that the organization places in its employees to uphold these standards.

As a corrective measure, I am taking the following steps: [list corrective measures]. I assure you that I am committed to ensuring this does not happen again in the future.

Once again, I sincerely apologize for my actions and any disruption they may have caused. Thank you for your understanding.

Best regards,
[Your Name]