

Letter of Regretful Apology

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for my recent actions that violated company policy. I want to express my regret for any disruption this may have caused and acknowledge the importance of maintaining our standards of conduct.

I fully understand that my actions were not aligned with the expectations of [Company Name]. I take full responsibility and assure you that it was never my intention to undermine our values or disrupt the team.

In light of this situation, I am committed to rectifying my behavior and seeking guidance to ensure it does not happen again. I value my position and the trust placed in me by the company and my colleagues.

Thank you for your understanding and support during this time. I appreciate the opportunity to learn from this mistake and contribute positively to our work environment.

Sincerely,

[Your Name]

[Your Contact Information]