

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my tone of voice during our recent conversation. It was never my intention to impact the team's morale negatively, and I regret that my words may have come across in a manner that was discouraging.

Understanding how vital a positive work environment is, I am committed to improving my communication style and ensuring that all team members feel valued and respected. Your thoughts and feelings are important to me, and I appreciate the courage it took to bring this to my attention.

Thank you for your understanding, and I am looking forward to moving ahead together with renewed positivity.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]