

[Your Name]  
[Your Position]  
[Company Name]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]

Dear [Recipient's Name],

I am writing to formally apologize for my recent actions that have negatively impacted team morale. I recognize that my behavior may have caused discomfort and frustration among team members, and for that, I am truly sorry.

It was never my intention to create a disruptive environment, and I take full responsibility for my actions. I value our team and the collaborative spirit we foster, and I am committed to making amends and improving the atmosphere moving forward.

To rectify the situation, I would like to suggest [mention any steps you will take to improve or make amends]. I am dedicated to learning from this experience and ensuring that it does not happen again.

Thank you for your understanding. I appreciate the opportunity to work as part of our team, and I am hopeful for your forgiveness.

Sincerely,

[Your Name]