

# Formal Apology Letter

Date: [Insert Date]

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

Dear [Recipient's Name],

I am writing to sincerely apologize for my recent behavior that was disrespectful to you and our colleagues. It was never my intention to create a hostile work environment, and I regret any discomfort I may have caused.

I understand that my actions were inappropriate and did not reflect the values of our team and organization. I take full responsibility for my conduct and am committed to ensuring that it does not happen again in the future.

I value our collaboration and the positive work culture we strive to maintain. Moving forward, I will work to improve my communication and interactions with you and our team.

Thank you for your understanding and support as I work through this matter. I appreciate your patience and hope to rebuild your trust.

Sincerely,

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