

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally apologize for my inappropriate behavior that occurred on [specific date or occasion]. I recognize that my actions were unprofessional and not in line with the values of our company.

My behavior may have caused discomfort to my colleagues and I deeply regret any negative impact I may have had on the team's morale and work environment. I take full responsibility for my actions and am committed to ensuring that this does not happen again.

Going forward, I will take proactive steps to address my conduct, including [mention any specific actions you will take, such as training or counseling]. I appreciate your understanding and support as I work to improve myself.

Thank you for your attention to this matter. I am hopeful for the opportunity to demonstrate my commitment to professionalism within our workplace.

Sincerely,

[Your Name]