

# Employee Apology Letter for Policy Violation

[Your Name]  
[Your Job Title]  
[Your Department]  
[Date]

[Recipient's Name]  
[Recipient's Job Title]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

I am writing to formally apologize for my recent violation of company policy regarding [specific policy or incident]. I understand that my actions were not in line with the standards expected of me and have the potential to impact our team and the company negatively.

I take full responsibility for my actions and recognize the importance of adhering to company policies. I assure you that this was an isolated incident and that I am committed to rectifying my behavior going forward.

To prevent this from happening again, I have taken the following steps: [briefly outline steps you will take]. I value my position with [Company Name] and am dedicated to maintaining the trust that you have placed in me.

Thank you for your understanding in this matter. I appreciate your guidance and support, and I am eager to demonstrate my commitment to the team moving forward.

Sincerely,  
[Your Name]