

Letter of Remorse

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere remorse for the inappropriate procedural actions that occurred on [specific date or event]. Upon reflection, I realize that my actions did not align with our established guidelines and may have caused confusion or concern amongst the team.

It has come to my attention that my decisions led to [briefly describe the impact of the actions], and for that, I am truly sorry. I understand the importance of adhering to our procedures and the trust placed in me to uphold these standards.

Moving forward, I am committed to ensuring that such oversights do not occur again. I have already taken steps to [mention any corrective actions you are implementing], and I welcome any further suggestions you may have.

Thank you for your understanding and patience as I rectify this matter. I appreciate the opportunity to learn from this experience and to regain your trust.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]