

# Formal Apology Letter

[Your Name]

[Your Position]

[Your Department]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

I am writing to formally apologize for my recent actions that violated the organizational guidelines regarding [specific guideline violated]. I understand that my behavior not only affected my responsibilities but also had an impact on the team and the overall work environment.

I take full responsibility for my actions, and I deeply regret any inconvenience or disruption this may have caused. I appreciate the values and standards upheld by our organization, and I recognize that I failed to adhere to them.

Please rest assured that I have taken steps to ensure that this does not happen again in the future, including [briefly outline any corrective actions you plan to take]. I am committed to upholding our organizational values and will work diligently to rebuild your trust.

Thank you for your understanding and for the opportunity to address this matter. I genuinely appreciate your support.

Sincerely,

[Your Name]

[Your Contact Information]