

[Your Name]

[Your Position]

[Your Company]

[Date]

Dear Members of the Board,

I am writing to sincerely apologize for the recent policy violations that occurred under my supervision. I take full responsibility for my actions and understand the impact they have had on our organization.

The violations were unintentional, but I recognize that this does not excuse the oversight. I value the trust that the board and the company have placed in me, and I am deeply regretful for any damage that has been caused to our integrity and reputation.

To prevent future occurrences, I have already begun implementing a thorough review of our policies and procedures. Additionally, I will be seeking further training to ensure compliance and reinforce our company's values among my team.

Thank you for your understanding, and I assure you that I am committed to regaining your trust and upholding the standards of our company moving forward.

Sincerely,

[Your Name]