

Letter of Remorse for Leaking Confidential Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere remorse for the breach of confidentiality that occurred on [insert date]. It was never my intention to compromise sensitive information, and I deeply regret the impact this may have had on the company and my colleagues.

Please understand that I value the trust that was placed in me and take full responsibility for my actions. I am committed to making amends and ensuring that such a situation does not happen again in the future.

To address this issue, I have taken the following steps: [insert any actions taken to rectify the situation]. I hope that through these actions, I can begin to restore the trust that has been lost.

Once again, I apologize for my mistake and the inconvenience it caused. I appreciate your understanding and patience during this time.

Sincerely,

[Your Name]