

# Apology Letter for Not Following Company Dress Code Policy

[Your Name]  
[Your Position]  
[Department]  
[Date]

[Manager's Name]  
[Manager's Position]  
[Company Name]

Dear [Manager's Name],

I am writing to sincerely apologize for not adhering to the company's dress code policy on [date of incident]. I understand that our dress code is an important part of maintaining professionalism and representing the company's values.

I take full responsibility for my oversight and regret any inconvenience or negative impression my attire may have caused. It was not my intention to disregard the company guidelines, and I appreciate you bringing this matter to my attention.

Please be assured that I will make every effort to ensure compliance with the dress code in the future. I am committed to upholding the standards and contributing positively to our workplace environment.

Thank you for your understanding, and please let me know if there are any additional steps I should take.

Sincerely,  
[Your Name]