

Date: [Insert Date]

To: [Recipient Name/IT Department]

From: [Your Name]

Subject: Apology for Unintentional Violation of IT Security Policy

Dear [Recipient Name/IT Department],

I am writing this letter to formally apologize for my inadvertent violation of the organization's IT security policy. I acknowledge that my actions, though unintentional, may have posed risks to the security and integrity of our information systems.

The incident occurred on [describe date and circumstances, e.g., "June 10, 2024, when I mistakenly shared a confidential document via an unsecured network"]. I did not fully realize at the time that this action was contrary to our established IT protocols. Upon recognizing my mistake, I immediately reported it to the appropriate personnel and have cooperated fully with any subsequent reviews or required corrective actions.

I deeply regret any potential disruptions or concerns my actions may have caused. I take full responsibility for this oversight and assure you that it was not intentional. Moving forward, I am committed to strictly following all IT security policies and guidelines. I have reviewed the relevant procedures and will take extra precautions to ensure this does not happen again.

I understand the critical importance of safeguarding our organization's information assets and the trust placed in each employee to uphold these standards. Please accept my sincere apology for this incident. I value the security of our workplace, and I am dedicated to maintaining the highest level of compliance and cooperation with our IT security measures.

Thank you for your understanding. If there are any further steps required of me, or if additional training is recommended, I am fully prepared to participate.

Sincerely,

[Your Name]

[Your Position/Department]