

Sample Letter of Apology for Violating Office Code of Conduct

Date: [Insert Date]

To,
[Manager's Name]
[Manager's Title]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally apologize for my recent actions, which constituted a violation of the office code of conduct. I understand that my behavior on [specific date or occasion], specifically [describe briefly the incident or policy breached, e.g., using inappropriate language during a team meeting], was inconsistent with the standards expected within our workplace.

I take full responsibility for my actions and recognize that they may have caused discomfort to my colleagues and impacted the team's environment. Upon reflection, I realize that my conduct was inappropriate and did not align with the company's values about professional behavior and mutual respect.

Please accept my sincere apologies for this lapse in judgment. I want to assure you that this incident has given me the opportunity to reconsider my actions and understand the importance of adhering strictly to the company's policies. I am committed to making amends and will actively work to regain your trust and the trust of my teammates.

Moving forward, I will be more mindful of my behavior and ensure that my actions always reflect the standards expected of me as an employee of [Company Name]. I am open to any further steps or suggestions you may have to help me improve and would welcome the opportunity to discuss this matter further, if necessary.

Thank you for bringing this to my attention and for your understanding as I work to correct my actions and continue contributing positively to our workplace.

Sincerely,
[Your Name]
[Your Job Title]