

Date: [Insert Date]

To: [Recipient Name/Manager/Supervisor]  
[Recipient Title]  
[Company Name]

Subject: Apology for Breaking Remote Work Policy Guidelines

Dear [Recipient Name],

This message serves as a formal **apology for breaking remote work policy guidelines**. I acknowledge the mistake of not adhering to the established remote work protocols and understand the importance of following these guidelines to ensure productivity, security, and effective team collaboration. I regret any inconvenience caused by my actions and am committed to strictly complying with the remote work policies moving forward to maintain trust and uphold company standards.

Please let me know if there are any further steps I should take or additional training I should complete to reinforce my understanding of the policies. I value the opportunity to work remotely and will make every effort to prevent similar issues from occurring in the future.

Thank you for your understanding and guidance.

Sincerely,  
[Your Name]  
[Your Position]  
[Department, if applicable]