

# Apology Email Sample for Disrespectful Attitude at Work

Subject: Sincere Apology for My Recent Attitude

Dear [Recipient's Name],

I am writing to sincerely apologize for my disrespectful attitude during [mention the incident or meeting, if applicable] on [date or timeframe]. Upon reflecting on my behavior, I realize that my actions and words were inappropriate and did not reflect the respect and professionalism our workplace upholds.

I take full responsibility for my conduct and the negative impact it may have had on you and the team. It was never my intention to cause discomfort or create a challenging environment.

Please be assured that I am committed to improving my behavior moving forward. I will take extra care to communicate thoughtfully and respectfully, and I am open to any feedback you may have on how I can better contribute to our positive work atmosphere.

Thank you for your understanding and patience. I value our working relationship and hope to rebuild your trust. If you would like to discuss this further, I am more than willing to meet at your convenience.

Sincerely,  
[Your Name]