

# Apology Letter to Boss with Assurance of Behavior Improvement

Date: [Insert Date]

To,  
[Boss's Name]  
[Designation]  
[Company Name]  
[Company Address]

Dear [Boss's Name],

I am writing this letter to sincerely apologize for my recent behavior at work. I acknowledge that my actions on [mention specific date or incident, if applicable] were inappropriate and did not reflect the standards of professionalism expected in our workplace. I deeply regret the inconvenience and disappointment my conduct may have caused you and the team.

Please be assured that I have taken your feedback very seriously. I understand the impact of my actions and am fully committed to making positive changes in my behavior. I am taking immediate steps to ensure that such an incident does not occur again in the future. This includes [briefly mention any steps you plan to take, such as seeking guidance, attending a workshop, or setting personal objectives].

I value my position at [Company Name] and the trust you have placed in me. My goal is to demonstrate consistent professionalism, contribute positively to the team, and rebuild your confidence in my ability to uphold our workplace values.

Once again, I extend my sincerest apologies. Thank you for your understanding and for giving me the opportunity to improve. I appreciate your guidance and support as I strive to become a better member of our organization.

Yours sincerely,  
[Your Name]  
[Your Designation]