

Employee Apology Letter for Policy Breach During Training Period

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally apologize for breaching company policy during my training period. I fully acknowledge my actions on [specific date or occasion, if applicable], which were not in alignment with [specify the policy or rule, if appropriate]. I understand that these policies are in place to ensure a safe, respectful, and productive work environment for everyone.

I sincerely regret my actions and any inconvenience or disruption they may have caused. Although it was never my intention to disregard company rules, I recognize that my behavior fell short of the standards expected of me as a member of [Company Name].

I take full responsibility for my actions and am committed to learning from this mistake. I am currently reviewing all relevant policies to ensure I have a thorough understanding of them moving forward. Please rest assured that I will adhere to all company policies and practices to prevent such issues from arising again in the future.

I value the trust the company has placed in me, and I am eager to demonstrate my dedication and growth as an employee. Thank you for your understanding and for providing me with the opportunity to correct my mistake. Should there be any further steps required on my part, please let me know.

Once again, I apologize for my lapse in judgment and appreciate your time in considering my apology.

Sincerely,

[Your Name]

[Your Position/Department]