

[Your Name]
[Your Position]
[Department]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I am writing this letter to formally apologize for my recent violation of the workplace conduct policy. On [specific date or occasion], I [briefly describe the action or incident], which did not align with the standards and expectations set forth by our company.

I fully understand that my actions negatively impacted the team and the overall work environment. I deeply regret any disruption or discomfort my behavior may have caused to my colleagues and the organization as a whole. I accept full responsibility for my conduct and acknowledge the importance of maintaining a respectful, professional, and collaborative workplace.

I want to assure you that I have reflected on my actions and am committed to upholding all company policies moving forward. I am taking appropriate steps to learn from this experience, including [mention any corrective measures, such as attending training or seeking guidance]. I am devoted to regaining your trust and demonstrating my dedication to our shared values and goals.

Thank you for considering my apology. I appreciate the opportunity to address this matter and will work diligently to ensure that such an incident does not occur again. Please let me know if there is anything further I can do to make amends or support our team.

Sincerely,
[Your Name]