

# Example Apology Letter for Unintentional Offense to Colleague

Date: [Insert Date]

Dear [Colleague's Name],

I am writing to sincerely apologize for my recent words/actions during [mention specific situation, e.g., the team meeting yesterday]. It was never my intention to upset or offend you in any way. After reflecting on our interaction, I realize that my words may have come across as insensitive, and I am truly sorry for any hurt or discomfort I may have caused.

Please know that my comments were not meant to be personal, and I regret that they came across otherwise. I greatly value our working relationship and your contributions to the team. Your perspective is important to me, and I am committed to ensuring that our workplace remains respectful and supportive for everyone.

If you are open to it, I would appreciate the opportunity to talk further and clear up any misunderstandings. Please let me know how I can make amends or support you moving forward. Thank you for your understanding and patience.

Once again, I am truly sorry for my actions and any distress they may have caused. I look forward to continuing our collaboration in a positive and respectful manner.

Sincerely,  
[Your Name]