

# Formal Apology Letter for Workplace Policy Violation

[Your Name]  
[Your Job Title]  
[Department]  
[Date]

[Recipient Name]  
[Recipient Job Title]  
[Company Name]

Dear [Recipient Name],

I am writing to formally apologize for my recent violation of [specific workplace policy or rule], which occurred on [date of incident]. I fully acknowledge that my actions were not in compliance with the standards and expectations set forth by [Company Name].

I deeply regret any inconvenience or disruption my behavior may have caused to you, my colleagues, and the organization as a whole. I take full responsibility for my actions and recognize the importance of adhering to company policies to maintain a respectful and productive work environment.

I assure you that I have reflected on my actions and understand the impact they had on the team and the organization. Moving forward, I am committed to correcting my behavior and ensuring that such incidents do not happen again. I have taken the following steps to improve and align with company standards: [list any actions you have taken or will take, such as attending training, reviewing policies, etc.].

Thank you for addressing this matter with professionalism and understanding. I value the trust and support of [Company Name] and am dedicated to upholding its values and expectations in the future.

Please let me know if there is anything further I can do to rectify the situation or support the team during this time.

Sincerely,  
[Your Name]