

## Sample Letter Apologizing for Inappropriate Remarks in Office

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Position]  
[Company Name]

Dear [Recipient's Name],

I am writing this letter to sincerely apologize for my inappropriate remarks made during [mention event, meeting, or situation] on [mention date]. I realize that my comments were unprofessional and may have caused discomfort or offense to you and other colleagues present.

Upon reflection, I understand the impact and inappropriateness of my words. Please know that it was never my intention to disrespect or hurt anyone in our team. I take full responsibility for my actions and the effect they may have had on the workplace environment.

I am committed to upholding our company's values of respect and inclusivity, and I will be more mindful of my communication moving forward. If there is anything further I can do to make amends or to help restore trust, please do let me know.

Once again, I am truly sorry for my behavior and any distress it may have caused. Thank you for your understanding and patience as I work to ensure this does not happen again.

Sincerely,  
[Your Name]  
[Your Position]  
[Contact Information]