

[Date]

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

Dear [Boss's Name],

I am writing this letter to offer my sincere **apology for violating the office code of conduct**. I deeply regret my recent actions, which were not in line with the company's policies and professional standards. I understand that maintaining a respectful and productive work environment is crucial, and I acknowledge the importance of adhering to the guidelines established by our organization.

I take full responsibility for my conduct and recognize the impact this may have had on the team and workplace atmosphere. Please be assured that this was not intentional, and I am truly remorseful for any discomfort or disruption it may have caused.

Moving forward, I am committed to correcting my behavior and ensuring full compliance with the office code of conduct. My goal is to rebuild the trust that may have been affected and to demonstrate my unwavering dedication to our team's success.

Thank you for your understanding and the opportunity to improve. I am open to any feedback you may have and am eager to learn from this experience to better contribute to the organization.

Sincerely,  
[Your Name]