

Apology Letter for Rude Conduct Towards Coworker

Date: [Insert Date]

Dear [Coworker's Name],

I am writing to sincerely apologize for my behavior during our conversation on [mention the date or occasion, e.g., "Monday's team meeting"]. Upon reflection, I realize that my words and tone were inappropriate and disrespectful, and I regret any discomfort or frustration I caused.

There is no excuse for the way I acted, and I take full responsibility for my actions. I allowed my emotions to get the best of me, and in doing so, I failed to show you the respect and professionalism that you deserve. I understand that my conduct may have affected not just you, but also the overall working environment.

Please accept my sincere apologies. I value our working relationship, and it is important to me that we maintain a positive and respectful atmosphere at work. I am committed to being more mindful of my words and actions moving forward, and I will make every effort to ensure that this does not happen again.

Thank you for your understanding and patience. If you would like to discuss this matter further, I am fully open to having a conversation at your convenience.

Sincerely,
[Your Name]