

[Your Name]  
[Your Position]  
[Department]  
[Date]

[Supervisor's Name]  
[Supervisor's Position]  
[Company/Organization Name]

Dear [Supervisor's Name],

I am writing this letter to sincerely apologize for my recent unprofessional conduct in the workplace. Upon reflection, I realize that my behavior was inappropriate and did not meet the standards expected of me as a member of this team. I deeply regret any disruption or discomfort my actions may have caused you and my colleagues.

I take full responsibility for my actions and understand how they could have negatively impacted the overall work environment. It was never my intention to undermine our team's harmony or to cause any loss of respect or trust.

Please be assured of my commitment to learning from this mistake. I am dedicated to maintaining the highest standards of professionalism moving forward and will make every effort to restore your confidence in me as a valued member of our team.

Thank you for your understanding and patience as I work to improve myself. I appreciate the opportunity to address this matter, and I will strive to ensure that such incidents are not repeated in the future.

Sincerely,  
[Your Name]