Apology for Coming Late to Office

[Your Name]

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear Stuart,

I am very sorry for being late yesterday. I know it is very unprofessional behavior to come at work late. My negligence from work has made my entire team suffered a lot.

I have planned to ensure that I am not going to do it again. I am putting efforts to leave to chance to come to office late ever again. I hope that my actions will be able to represent my feelings of regret. I have really enjoyed working in your company and want to continue my job over here.

Sincerely,

Chris