Date  
Name  
Address

Dear Mr. Johnathan,

I am writing this letter to apologize for my unprofessional behavior and the resultant disciplinary action.

I was having some personal issues in my married life, which led to my angry and grumpy attitude at the workplace. As last month was the month in which my divorce got finalized, I was really upset, and when Ms. Emily Steven came to me for a report review, I snapped at her and insulted her badly. On her complaint, the disciplinary committee decided that I should be suspended for two months, which I cannot afford financially, as a lot of my savings have already been drained in the divorce proceedings.

I highly apologize for my behavior. I realize that I was wrong, and I should have kept my personal and professional lives separate. I have personally apologized to Ms. Steven as well and requested her to revoke her complaint, which she has agreed to. I also want to request you to revoke the disciplinary action and accept my apology. I will be highly grateful to you. I assure you that nothing of the sort will be repeated.

Looking forward to hearing a positive reply. You can reach me at [contact].

Regards,

William Smith.