Date

Name  
Address

Dear Ms. Emily,

I am writing this apology letter to seek your forgiveness for my unprofessional behavior of fighting at work.

When I first got involved in the ABC project, I got extremely excited and wanted to own it. I wanted to show my best and was willing to put in all my efforts and time in this project. However, I did not realize that in the process, I was becoming rude to my team members. I misbehaved with them several times and immediately apologized to them, and they even forgave me. This misbehavior turned into fighting and I was constantly putting pressure and fighting with them to deliver an excellent project. This is when they started making complaints against me.

I realize that although I was doing it for the company, I should not have shown such unprofessional behavior. Amidst the project excitement, I affected my team negatively. For this, I highly apologize, and I ensure that I will try to control my emotions from now on.

I hope you will accept my apology. I am sorry again.

Regards,

Sarah Watson.