Date

Name

Address

Dear Mr. Johnathan,

I am writing this letter to apologize for my behavior and fight with Mr. Sam Johnson on 14th November 2019.

We two were having a meeting in my office when an argument started regarding the client requirements in the XYZ project. I became aggressive and was trying to justify myself. Upon hearing Mr. Johnson’s justifications, I got angry and not only used abusive words but also pushed him toward the door.

I feel extremely apologetic for my behavior. I do not know and cannot justify why I showed such unprofessional behavior. I have already apologized to Mr. Johnson, and being kind as he is, he has forgiven me and is not going to escalate my case.

I also want to apologize to you as well. I am sorry for the fight and the abusive language. I ensure that such behavior will not be repeated. I seek acceptance of my apology and I hope you will forgive me.

I am sorry again.

Regards,

Jim William.