Date

Name

Address

Dear Ms. Susan,

I am writing this letter to apologize to you for my misconduct with my project team on 11th January 2020.

At that time, I was overburdened with various projects, and the deadline for the most critical project ABC was approaching. Although I and my team were working extra hours to make it a success, I was still worried to deliver a good project on time. When Mr. John, the senior manager, got sick and took a day off, I overreacted. Although he is a hard worker, I called him and yelled at him, not only that, I screamed at my whole team.

I know that I did not handle the situation properly and got overwhelmed with the stress of the project. I regret the whole episode, and I know there is no justification for my misconduct, but as it was my first time of bad behavior, kindly, forgive me and accept my apology. I have already apologized to my team, specifically to Mr. John, and they have forgiven me as well.

I ensure nothing of this sort will ever happen again. Kindly, do not take any disciplinary action against me. I hope for the acceptance of my apology. I am sorry again.

Regards,

Kim Wayne.