To: [recipient@email.com]

From: [sender@email.com]

Subject: Apology of Rude Behavior with [X]

Dear Mr./Mrs. [Recipient's name],

I am writing this letter to truly taking the blame for my inappropriate conduct [Explain the incidence] on [Date]. My actions were unsuitable, and they mislead to creating a distressed environment for both the colleagues and staff members. I solely am responsible for all the inconvenience that took place that day.

I truly accept my inappropriate actions especially after demoting my personality in front of the staff and creating a negative aura in the workplace. I believe that working professionally marks a person's ability in both a respected and efficient manner. Unfortunately, in my case, I failed to achieve the standard of this institute and provide a good example for my juniors and co-workers. I lashed out in pressure of workload and had caused too much distress. I immediately regretted and herby I am writing this letter on behalf of my substandard actions.

I promise that I will be careful in the future and you won't hear any unprofessional behavior at my end. I will be calm, composed, and handle the situation in a mature way. I assure you that I will set a good example for this organization as it mainly focuses on the discipline and performance of workers. Things can always be gripped in a slow and steady way. My attitude will reassure you that I have learned from my mistakes.

I am truly sorry for my actions. I hope you ignore this incident and keep in mind my past working capabilities and hard work for this company. I look forward to developing some major business skills and improve my moral and ethical values. I may have acted unprofessionally but my passion for work is still there which can highly intrigue this company. I hope our relationship gets stronger and we may work with the best team compatibility.

Please accept my apology and forgive me.

Sincerely,

[Your name].