Name of the employer:  
Name of the company:  
Address of the company:  
Contact details of the company:

Date: ------------------

Name of employee:  
Address of the employee:  
Contact details of the employee

RE: Apology for misconduct

Dear (name of the employer),

Please accept my sincere apologies for the misconduct. Whatever happened was just a whimsical action of mine and I was not of the fact that my remarks might hurt someone’s sentiments. I know that I have hurt a few of my co-workers and this has ruined the atmosphere of the office. I am planning to do everything to amend the situation.

After having received the misconduct letter from the company, I have come to know that what I am supposed to do in order to refrain from any such happening in the future. I am well aware of the fact that the company does not tolerate this type of offensive behavior.

I am an upright person and I really love my work. I would never want to jeopardize the work and relationship. I assure you that this will not happen again. I hope that you will give me another chance.

Regards,

Your name  
Your signatures  
Your designation in the company