25th April, 20XX

From:  
Address:

To:  
Address:

**Subject: Apology letter for [X] behavior**

Respected Sir,

I am very ashamed of myself while writing this apology letter because of behaving in an unprofessional way. I have always worked with diligence and never thought of a day when I would put a shame on the name of the organization, I work in.

I know that there is no justification for bad behavior. However, I want to tell you that I am going through a lot of family crises and trying to work through them. Additionally, the workload is too much on me these days that was combined with the stress I face at home. All these combined factors made me act improperly.

I did not attend the meetings held recently because of an unstable mental state. I am so much regretful for all the inconvenience that I caused you and everyone in the company. I accept here that I am solely responsible for the wrongdoing and I deserve to be punished for this.

I know that I made a big mistake. However, I am expecting you to forgive me, and this is the reason, I am writing you this apology letter. I hope that you will accept my apology. If you want to have more discussion on this matter, you can call me to meet you.

Regards,

Name of the sender  
Designation

Signatures