Date:

Name of the recipient:  
Address of the recipient:

**Subject: Apology for being drunk at workplace**

Dear Mr. ABC,

Please consider this letter as a formal apology from the side for being drunk during office hours. I came to know from my co-workers that I misbehaved. I can imagine the trouble you and other co-workers might have gone through due to me. I am feeling extreme embarrassment at the occurrence of this event.

My actions have caused me too much distress and I am no longer feeling good about myself. I know that my action has brought a bad name to my company since I am the representative of my workplace. I am not only embarrassed but also in a continuous state of sadness. I am finding it really hard to confront everyone at the workplace after that incident.

Please accept my apology. I have been working in the company for more than 5 years and you know that this has never happened before. I assure you that this is not going to happen in the future also. I have already contacted the manager of my department and I am ready to do everything to rectify the situation. If you need any help from my side in an attempt to deal with this situation, feel free to contact me at any time. I will be ready to do whatever I can do in my capacity.

Regards,

Name of the sender

Signatures