**[Your Name]**  
[Your Job Title]  
[Department Name]  
[Company Name]  
[Date]

**To:**  
[Manager’s Name]  
[Job Title]  
[Company Name]

**Subject:** Explanation Regarding Incident of Drinking on Duty

Dear [Manager’s Name],

I am writing to provide an explanation regarding the incident that occurred on [date], during which it has been reported that I consumed alcohol while on duty. I sincerely regret this action and the negative impact it may have caused on the workplace, my colleagues, and the organization’s reputation.

I take full responsibility for my behavior and understand that it was inappropriate and unacceptable. [Briefly explain the context, if necessary, without making excuses—for example: “I was unaware that it would interfere with my responsibilities” or “It was a lapse in judgment due to personal reasons.”]

I assure you that I have learned from this mistake and will take all necessary steps to ensure that such an incident does not occur again. I am committed to maintaining professionalism and upholding the company’s standards in the future.

Thank you for considering my explanation. I am ready to discuss this matter further if required.

Sincerely,  
**[Your Full Name]**  
[Employee ID, if applicable]  
[Contact Information]