**Date:**

**To**

**[The Recipient Name]  
[Designation]**

**Subject: Apology for not showing compliance with company’s procedures**

Dear Mr. ABC,

Please accept my sincere apologies for not showing adherence to the rules involving workplace ethics. I know that my actions have upset you and it has been stated so many times that all the employees are required to follow work ethics. I know that I did not follow those ethics and have exhibited terrible infringement of the policy of the company.

People at the workplace are expected to behave sensibly. I was not expecting this from myself that will ever misbehave with any of my co-workers. I know that the complaint that you have received from Mrs. Lara about me giving inappropriate comments on her dressing has disappointed you a lot.

I know that because of me, the environment of the office has been badly damaged. I want to let you know that I was not meant to hurt anyone with my words. However, I should have been much more careful in my choice of words. In addition, I should have considered the consequences of not paying much attention to what I was saying to my female colleague.

I sincerely regret not following the procedures of the workplace while delivering work to the company. I assure you that this is not going to happen again in the future. I am sorry for all the inconvenience that I have caused you and the people working around me. I have already personally apologized to Mrs. Lara for my behavior. I am ready to do everything it takes to correct my actions. Thank you so much for giving your consideration to this matter.

Regards,

Name of the employee

Signatures