**To**

**[The Recipient]  
[Designation]**

**Subject:  Apology letter on discipline violation for [X]**

Respected Sir,

I am writing this letter to express my sincere apologies for violating the discipline of the company. I did not know that my jokes will be offensive to my colleagues. I accept that my behavior was inappropriate and people around me have suffered because of me.  I am so much regretful for being this rude and annoying and I would like to let you know that I am ready to do anything to amend the situation.

I am feeling regretful about everything that I have done that has offended people around me. I assure you that I am taking the necessary steps to improve my behavior. I am hopeful that I will be able to show that I have changed myself. I am not fully aware of my flaws. No one is perfect in this world and therefore, I expect you to understand this and forgive me.

I understand that there is no justification for wrongdoings. I was never intended to jeopardize the work environment because of me. However, I take full responsibility for whatever has happened, and I am sorry for this. This will not happen again

Sincerely,

Name of the employee

Designation in the company

Signatures

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