Date:

Name of the recipient,

Name of the company,

**Subject: Apology for submitting fake documents**

Respected Sir,

I am (mention your name), working in (mention the name of the department) as (mention your designation).

Yesterday, I received a reprimand letter from the company for submitting fake documents. I have been feeling so regretful since then. I am sorry for committing this shameful act. Please accept my sincere apologies and give me one chance to correct my behavior.

I did not want to attend the training session starting next week because I wanted to visit my mother in my hometown. Therefore, I tried this dishonest way in order to escape from the training.

I know that no employee is supposed to act this way. I am ready to accept the punishment whichever you choose for me. However, forgiving is the best act of kindness that I expect from you. You can check my record and history to know about my character and reputation. I have never been mischievous before.

Once again, please accept my apologies. I am looking forward to your reply.

Regards,

Name of the employee

Signatures

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