Date:

Name of the recipient,

Name of the company,

**Subject: Theft confession**

Respected Manager,

The purpose of writing this letter is to send my sincere apologies to you for stealing a laptop from the office. I stole the laptop during the break hours when there was no one around. This incident took place on 15th June 2030.

The day when the theft took place, I was under so much stress. I had a very urgent assignment to submit, and my laptop was out of order. I did not have the money to buy a new laptop immediately. I could not think much about right or wrong and decided to steal a laptop from the office. I know there is no excuse for such an act, and I cannot justify that my action was right. But I would request you to please give me one chance to correct myself.

I have been engaged in any such activity before. I am ready to accept the punishment whatever you think is suitable for me. However, it is my humble request to you to please forgive me just once. I am looking forward to your kind response. Thank you so much for your consideration.

Regards,

Name of the employee

Signatures

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