Date:

Name of the recipient,

Name of the company,

**Subject: Theft confession**

Respected Sir,

Please accept my sincere apologies for being involved in the act of theft.  Two days back, there was theft news circulating in the office. I am so sorry to inform you that I was behind this theft case.

I know there is no justification for a gross act like stealing money from the workplace. But I want to let you know that I am going through a financial crisis. As you know, I have written many request letters to you for a raise in my salary. I needed money for my medical treatment that I was unable to afford because of lack of money. This made me get myself engaged in the very shameful act of theft.

My reputation in the company is too good and I have never been involved in any such shameful act. I assure you that this will not happen again. I returned the stolen money to Mr. ABC this morning. I am sorry for being a thief. I am ready to accept any type of punishment whatever you deem right for me. However, it is my humble request to you to please forgive me.

I am looking forward to a kind response from your side. Thank you so much for considering my letter and cooperation

Regards,

Name of the employee

Signatures