To

[The Recipient Name]  
[Address]

Date:

**Subject: Apology for improper action on [X]**

Dear Mr. ABC,

I am writing this letter to formally apologize for the improper action I (your name) took against you on (give date and time). I know this was embarrassing for you and it is unacceptable, but I did not have the complete details of the incident therefore I wrongly blamed you.

This will not happen again, and the company will reinstate you back to your position. We will pay you for the inconvenience that we caused you due to this action.

It is very important that all employees are happy and work together to help this business out. Please accept my sincere apology.

[Your Name]

[Address]  
[Address Line -2]