

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Apology for Misconduct – Employee to Boss

Dear :

Now that the dust has settled regarding the incident on Date, I would like to apologize for my behavior on that day. I don't know what came over me. However, I truly apologize for kicking you in the shins. Yes, I realize that was a very inappropriate gesture on my part. Hopefully, we can put this situation behind us, and proceed forward in a professional manner concerning the betterment of the company.

Once again, I truly am apologetic toward the incident. If you have any concerns or comments please feel free to contact me.

Sincerely,

N A M E