

# Behavior Apology Letter

**To**

**Subject**      **Letter of Apology for Bad Behavior**

Dear Sir/Madam;

I am writing this letter to offer my sincere apologies for the unfortunate incident that took place at work yesterday (\_\_\_\_\_). I know that my personal reasons are unimportant or never justify my misconduct, and I sincerely regret what happened. I want to assure you that this kind of behavior is not reflective of my usual conduct.

I personally apologized to all my colleagues and respective managers for my unprofessional behavior that does not fit our company culture. With this letter, I wanted to share my apologies with our institutional entity. I can assure you that a similar behavior will not happen again.

I request that this letter be taken into consideration in the disciplinary investigation to be conducted against me. Once again, please accept my deepest apologies for any negative impact that my behavior may have had on the workplace environment. I hope that we can move past this and work together to create a positive and productive environment for everyone.

Thank you,

Yours Sincerely,

**Signature**

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