

## Letter of Apology for Bad Behaviour

Dear (Recipient),

I am really sorry for what I (said, did etc.) on (day of week). My actions were inappropriate, and I failed to show maturity and professionalism to (you, organization). My action distracted others from (doing their job, learning).

I am embarrassed by this behavior that is unacceptable to (you, the entire organization). I promise that this event will not happen again in future. I will do my best to make sure that I don't repeat my bad action. I have learnt from this and the next time I find myself in such a situation or environment, I will handle it in a mature and professional way.

Again, I am sorry for my actions and I hope that you can forgive me. I look forward to (working, learning from) you soon. Please let me know your thoughts about this. You may contact me at (email, phone number) at your convenience.

Sincerely

(Sender Name)

