

## Letter of Apology for Bad Behavior

To,  
[Name]  
[Address]  
[Postal code]  
[Country]

[Date]

Subject: Apology letter for bad behavior.

Dear Sir/Madam

I am truly sorry for my actions on [date]. My words and demeanour during the meeting were entirely unacceptable, and I understand how this reflects badly on the organization as a whole.

I apologize for my mistake, and I assure you that this incident will not be repeated. The next time I'm in a situation like this, I promise to take my time making any decisions and thinking about things carefully before speaking.

I look forward to working in an excellent environment at all times. Please accept my apologies.

Thanking you

Yours sincerely,

[Signature]  
[Name]