Sender’s Address

Date:\_\_\_\_\_\_\_\_\_\_\_\_

To,

[Name and address of the Addressee]

[Designation of Addressee]

[Name of Company]

Subject: Apology letter for Misbehaviour

Dear\_\_\_\_,

I am truly sorry for how I acted last week at the office gathering. When the topic of how we missed the deadline last week came up, I got defensive and took it out on you and for that, I sincerely apologise.

I thought you were trying to confront me but I now understand that you were just trying to set the record straight and help me out in the process. It was a misunderstanding that I wish never happened.

I was rude to you and I behaved inappropriately towards you. You do not deserve the treatment I gave you, especially in front of our work colleagues.

Please accept my sincerest apology and I can guarantee you that I will never misbehave in such a way again in the future.

I would like to apologise to you in person so please let me know what time would be best for you so that I will be able to treat you to dinner.

Sincerely,

[Sender's signature]

[Sender's name]

[Sender's contact details]