Sender’s Address

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

To,

[Name and address of the Addressee]

[Designation of Addressee]

[Name of Company]

Subject: Apology letter to Coworker

Dear\_\_\_\_,

I am truly sorry for taking your social media post ideas for our client \_\_\_\_\_ and taking them to [Boss or manager’s name] without informing you or asking for your permission. I understand now that it was a selfish and unprofessional move on my part

I know that there is no excuse for what I did but I just want you to understand that since you were on leave the day the clients came and we didn't have anything to show them, I suggested your idea as I do believe it was incredibly brilliant. The clients loved them too.

I just want you to know that I have already met with [Boss or manager’s name] and told him that it was all your idea and that you should be the one who takes credit for them.

I would like to ask for your forgiveness and assure you that such a thing will never happen again in the future. I know that what I did was inexcusable and I am truly sorry.

Sincerely,

[Sender's signature]

[Sender's name]

[Sender's contact details]