[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

Dear [Name here],

I am writing this letter as my formal apology to you for using corporal punishment on grade 7 student [NAME] last Thursday. I deeply regret the incident. Let me assure you that I will not practice this form of punishment on my students in future.

I am aware about the school’s zero tolerance policy towards corporal punishment. I have always been careful about following this important rule. However, on this particular occasion, I lost my temper because of the misbehavior of those boys. I admit my mistake and take full responsibility for it. I beg your forgiveness for bringing disgrace to the school through this action. You have to deal with the disgruntled parents who have been expressing their great dismay to you. I apologize to you for putting you in this stressful situation when you already have a lot of challenges to deal with. I am also ready to write a formal apology letter to the parents if the school administration asks me to.

I am grateful to you for your leniency towards me by only issuing me a warning letter instead of my termination as per the rules of the school. Thank you for giving me one chance. I will try my best to serve the institute with enhanced dedication and complete integrity.

Sincerely,

[Your Name]

[Title]

Enclosure