[Company Name]  
[Address]

Subject: Apology to employer asking for second chance  
  
Dear Manager,

I want to apologize for my inappropriate behavior with a most senior colleague of the company last Thursday. I had never anticipated myself to behave like that and to create agitation at the workplace but the situation, on that day, became such that I lost my temper and hostile behavior was shown by me. I was extremely annoyed by an unseen pressure and as a result, I could not hold myself that day for which I am extremely sorry and seek an apology.

I know that company has made strong policies for creating a mess at the workplace and violators have been dealt with strictly in the past. Mr. Adam is the senior-most employee of the company and is respected by each staff member. I admit that I misbehaved with him and used such abusive language which is not acceptable at any workplace and in this way, I showed non-compliance with the disciplinary policy of the company and, as a result, I was awarded a suspension letter.

I truly understand that I was wrong in terms of my behavior and I realize that I should apologize for this act of mine which caused a disturbance. To err is the human. Considering this fact, please accept my apology because I am regretting my act and sorry for that. Also, I request you to allow me to resume my job and give me a **second chance** to rectify myself. I promise that this kind of act would never be repeated in the future. I will always show compliance with the disciplinary policies of the company and control my anger as well.

Considering my past record in this company, I hope that you will understand my condition, accept my sincere apology, and allow me to rejoin my position. I am waiting for your positive response in this regard and thank you in anticipation.

Yours sincerely,

Michael