[Company Name]  
[Address]

Subject: Apology to employer asking for second chance

Dear Sir,

I wish you to take a minute and read this letter of mine in which I am truly sorry for my actions which took the form of misbehavior. Through this letter, I hereby make my formal apology for not following the company disciplinary policy. I have realized soon after my misconduct that my behavior was not acceptable at any kind of workplace, it was harmful to the company’s reputation and distorted its image in the market and this thing made me feel more guilty because I have been serving in this company for last ten years and I had never expected myself to behave like that.

It was informed to me through a letter on [date] after the disciplinary committee meeting that I have been held responsible for creating agitation in the office and making the workplace environment hostile. Although I admit my mistake but have the right to tell you about the factor behind my mistake. I really had no intention to act like that but, owing to a serious family problem, I was worried and therefore, could not control myself and became hostile.

I know that I had no right to let my family matters interfere with office work, but I could not do so. On other hand, I am ashamed of my actions and now want to rectify them. Although I know that I have no right to ask you for a second chance but, considering it my mistake, which was carried out unintentionally, please allow me a second chance to serve this company.

I hereby assure you that I have traced out the real source of this problem and working to cope with it. Also, I promise that this kind of act would never be repeated in the future and you will not receive any complaints about my behavior. Please accept my apology for my act and grant me another chance to serve the company. I shall be very thankful to you.

Truly,

Joseph