**Date:**

**Re. Regretful Acknowledgement and Apology for the Disruptive and Unprofessional Behavior**

Dear Sir, I am writing to extend my sincere apologies and utmost regret for the violent and disruptive environment caused by me. I received your email today stating the unprofessional demeanor showed by me on 23rd April 20XX. I am sorry for the unprofessional behavior and the disruption caused by my reaction to the incident happened.

I understand the SOPs and other standard policies to work in a firm like this. I also understand the general and compliant code of conduct essential for the workplace. Sir, I have been working here in this organization since 2010 and I have never been reported guilty of violent and non-compliant behavior.

On 23rd April 20XX, Mr. Langland who is an Assistant Web Developer in the department of IT, came to me asking about the progress on the JST Report which was to be submitted on the same day before the closure of the office. I told him that I need a few hours more to complete this report as I needed to give a second reading to the jotted data. Langland started shouting at me and started misbehaving first. He abused me on which I pushed him away. He pushed me as a reaction and I fell away against the wall. I stood up and then he slapped me in the face when the situation got worse, and I lost my temper.

I think everyone working in the office has a right to do self-defense. Langland did not provide me any chance to cool down and complain to the office in a more professional demeanor. I accept that it is my mistake to defend myself in non-professional terms. All that is explained above can be watched in the CCTV footage of my room.

I understand that my explanation does not exempt me from being guilty of violent behavior. Therefore, I apologize and show my earnest guilt over the issue reported. I also assure you that I will never do such a violent act in the office. I have also sent an apologizing letter to Mr. Langland as a note of friendliness and amicable colligation.

I shall be grateful if you accept my sincere apologies and do not add my name to the RTP list of employees. For more please write to me at [EMAIL].

Thank you in anticipation.

Regards,

Denim Paul  
Assistant DFD  
Miguel Groups, CA,USA.