**Date:**

**Re. Apologizing for the Unprofessional Demeanor and Humiliating Code of Conduct with Mr. Raffles Signing Case # 3430-P**

Dear Sir,

I am Emily Cooper from the department of Culture Communication and Development. I am working in this company since 2018 and have been allocated multidimensional responsibilities including Delta store management and communication and development. It has always been a pleasure working here but things got frivolous after the second wave of the pandemic. During the second wave of coronavirus, several changes were brought in the company’s policies and managerial and administrative functioning.

To operate things more smoothly, I developed a policy of pandemic work and introduced it in the BODs meeting on 25th April 20XX. Everyone was inspired by the idea when Mr. Raffles intruded on the presentation and marked some insignificant points in the presentation. After a lot of clarification and explanation, he acceded to my point of view and approved the policy. Being my immediate supervisor, he has all the authority to degenerate or approve anything developed by my work.

On 1st May 20XX, Mr. Raffles had been invited to the KOLX Groups to investigate the issues as a WIP (Work in Pandemic) expert. In the meeting, I was the one to assist him and I assisted him with presenting the same policy I presented in our office. Mr. Raffles not only disapproved of the policy but also rebuked me in a harsh and bad way that I do not consider acceptable for any of the employees. As a result of that, we both faced each other with our guns at each other. We were at daggers drawn in the work because of previous mishaps. On 3rd May 20XX, I passed humiliating remarks for Mr. Raffles while having a candid meeting with other colleagues. These humiliating remarks were enclosed in a tiny invisible camera and shown to Mr. Raffles who, then, filed for my unprofessional attitude.

I have apologized to Mr. raffles for this and therefore, writing an apology letter explaining the actual happening to you. I am extremely sorry for my unprofessional behavior and demeaning the working ambiance of the workplace. Please accept my sincere apologies by writing to me at [EMAIL].

Thanks for your cooperation.

Best Regards

Emily Cooper  
ADO Admin  
Department of Culture Communication and Development  
SDN Marketing and Advertising Agency  
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