To

[The Recipient Name]  
[Designation]

Dear [Name],

I am penning down this letter to seek your apology regarding my unbefitting behavior with Mr. Smith last Friday. I had never reckoned on myself conducting such an attitude that will create perturbation at the workplace. The circumstances molded themselves in such a way that day that abruptly I lost my temper and as a result shown an aggressive attitude. I was exceedingly irritated by unperceived pressure and because of that, I could not carry myself for which I am heartedly sorry and pursue an apology.

I know well that the organization has strict policies against disturbing the ambiance of the workplace and culprits have been rigorously in the past. Mr. Smith is one of the senior and prestigious employees of the organization and is esteemed by each staff member. I was wrong and I admit this thing that I used derogatory words that are not admissible at any workplace.

Hence, I showed dissent to the organization’s chastening policy and as consequence, I got suspended from the job. I totally admit that in terms of my attitude I was wrong, and I discern that I should beg pardon for my acts that caused discomposure. To err is human and considering this fact kindly endorses my apology as I am already regretting my act and extremely shameful for that.

Therefore, I pledge you to give me permission to resume my employment and provide me a second chance to correct myself. I make this certain that such actions will not be repeated in the future, and I will show my adherence to disciplinary policies of the organization and will aggravation as well.

Taking into consideration my previous record in the organization, I am hopeful that you will apprehend my condition, credit my apology, and will grant me permission to rejoin the job. Waiting to get a positive response from you! Thanking in anticipation.

Sincerely,

[Your Name]  
[Designation]