To

[The Recipient Name]  
[Designation]

Dear [Name],

I wish you to find some minutes to go through my apology letter in which I am extremely sorry for my gestures that turned into disorderly conduct. With the help of this letter, I beg your pardon for not getting myself alliance with the disciplinary guidelines of the company.

Soon after my ill-mannered attitude I realized that it was not acceptable in any organization of the world, it was unwholesome for the company’s fame and perverted its portrayal in the market ad it made me feel blameworthy as I have been working in this organization over the past five years and I had not expected ever to carry myself like that.

After the meeting of the disciplinary committee, I got informed via letter that I am solely responsible for disrupting the workplace’s environment and creating disconcertment in the office. I am denying the fact that I was not wrong but there were some factors that lead to such action. I was not intended to behave like that but because of some ongoing personal issues I was agitated and for this reason, I could not direct myself and became confrontational.

I know that I should not have indulged my personal problems in office affairs, but I could not resist myself. I am sorry if my behavior and want to sort out it. I know that I do not have any right now to ask for a second chance, but I have realized my mistake and it was carried out unexpectedly. Kindly give me permission to serve this organization for the second time.

Moreover, I want to let you know that I am trying to find out the root cause of the problem and find a possible solution for it. I make this certain that I will not repeat such a mistake again and I will not give you a chance to receive any such grumble.

Kindly consider my apology for my ill-mannered act and provide me with a second chance in your organization. I will be highly obliged to you for this.

Sincerely,

[Your Name]  
[Designation]