**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

**Re. Apology Letter for [XYZ]**

**Dear [Boss’s Name],**

I am writing to explain the situation and apologize for the inconvenience caused by the act. According to the existing circumstances, it was unavoidable not to resign from the work. I am writing to explain my standpoint and tell you the state of affairs that led to this unpleasant happening.

I joined the organization as a [mention the position] in 202X. I was recruited as a [mention the position] based on a contract term of one year. Later on, based on my performance, competence at work, and quick learning, I was promoted to rank 7-A and was made a permanent employee on [DATE]. After getting a permanent position in the company, I worked at my best and proved it to be the best decision by the board.

According to the performance appraisal of [MONTH-MONTH], I was named one of the three quickest learners in the office. Moreover, I was promoted to Senior Research Officer on [DATE]. Till yesterday, I worked as a [MENTION YOUR CURRENT STATUS].

On [DATE], the proposal for the project no. [#] was to be submitted, and I forgot the proposal submission date. I was held responsible for the errors in research and referencing of essential points. I redid the research and referencing and cleared all the errors. Despite spending the whole weekend at work, I was reprimanded and reproached by the supervisor of [MENTION THE DEPARTMENT]. He kept on using unprofessional words and relegated me to my position. It affected my mental peace and my interest in work and potential. I felt hurt and disregarded. Therefore, I decided to leave the job.

I submitted my resignation without consulting with you. Being the chief executive, I should have taken this matter to you, but I was hurt enough not to take another minute to decide. Therefore, I apologize for leaving work without any prior notice. I loved working in the [name of the organization] and learned a lot.

I never considered leaving the place in such a situation, but I was compelled to do so. I apologize for any inconvenience caused by my immediate resignation from work.

I am grateful to you for the opportunity provided to work here.

Thank you once again for everything.

**Sincerely,**  
**[Your Full Name]**