To

[The recipient]  
[Business Name]

**Re. Apology Letter to Reinstate the Job at [NAME THE COMPANY]**

Dear Mr. [NAME],

I am [NAME] from the [AREA, CITY]. I have worked at your company for seven years as a [MENTION YOUR WORKING POSITION]. I had always been a highly professional employee with incredible expertise in project management. I am extremely distressed and overwhelmingly occupied with the idea of what happened recently. Recently, I was fired from my position and terminated immediately.

I have been thinking about the sequence of events and reasons that led to my termination. I understand it is necessary to tell you what circumstance created this inconvenience. Sir, as I work as a project manager, I always kept the extra mile at work keeping my eyes on research projects and deadlines of associate projects.

The company has a position for a senior research associate and subordinates. There is a whole department of research and planning who are responsible for keeping records and assessments of upcoming bids, projects, and opportunities within and outside the USA.

I was terminated because I missed a great opportunity for the company to work with [NAME THE CLIENT]. I am not putting the blame on anyone else but pondering the commitment and work responsibility of another department that is obligated to do this work. Thus, I believe, I am partially responsible for this in the capacity of a project manager.

As I accept my fault, I request you to reinstate my position in the company and provide me a chance to continue working and rehabilitate the blow of loss. I guarantee my complete focus and presence at work in the future. Please respond to my request backed by my deepest apology.

Looking forward to your response.

Truly,

[NAME]

[COMPANY]