To

[The Recipient Name]  
[Designation]

I am writing this letter to offer you my deepest apology and rectify my mistake. I am extremely remorseful for insulting you in front of our media team. I admit that my behavior was disrespectful and inappropriate in every way. This letter is not sufficient to justify my action, but I have not gathered enough courage to face you after that incident.

I don’t control why I started yelling and insulting you in presence of all staff members despite knowing that you were just trying to make your point clear during the annual sales conference on [date]. I want to let you know that my mental condition was not okay due to huge work pressure. Consequently, I could not control myself and it led to the occurrence of such a sad incident. Whatever I did was completely unintentional, and I was not expecting to use such words for you.

You have been a great mentor and I truly appreciate your kind support during my hard times. While insulting you, I totally forgot that you were the person who inducted me when nobody in the market was ready to hire me. I have realized that it was a huge mistake on my side, and I am extremely sorry for my inappropriate and disrespectful behavior.

I realized that I was wrong. Please give me another chance so that I would rectify my mistake and change my behavior. Please let me know anything that I could do to regain your trust.

Please forgive me and accept my apology from the core of your heart. I promise that I will not use such harsh words for you again in the future.

Sincerely,

[Your Name]  
[Designation]