

Apology Letter to employee

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Apology letter

Dear _____(Sir or Madam),

I am sorry for _____ (What was the Reason for Apology). I understand the inconvenience caused because of the error. I am trying to find a solution to this and have spoken to the senior manager about it. I hope you understand that this wasn't deliberately done. I will make every effort to set things right.

Again, please agree to take my most honest apologies and let me know if there is whatsoever you would like to talk about this incident, please feel free to call me on _____(contact number) or just mail me on _____ (email id).

Sorry once again for all the inconvenience caused.

Thank you for your patience and understanding.

Yours truly,

(Name and Signature)