

Apology Letter for Bad Behavior with Colleague

[Your Name]

[Address]

[Date]

Dear [Recipient Name],

I haven't seen you in the office lately. I hope things are good with you and I know you've been occupied with a lot of work load. You have been my favorite friend at work and I highly value your advice you have been giving me in regards of my work.

I have been working since 5 years and I am still wondering about my behavior at work. I have just come to a realization that I am not very good in handling pressure. It gets on my nerves to see that I have a lot of work load and meetings.

The other day, when you were trying to inquire about my meeting, I was going through my work schedule and a sudden rush of panic just got over me and I reacted in a very bad way. Within a few minutes, I realized that my behavior was not appropriate especially when everyone else was around. Please accept my sincere apologies.

I am so embarrassed at my behavior that I couldn't muster up the courage to speak to you. Other colleagues were also mad at me because of my behavior. I promise you to work on myself and improve my behavior for the future. i am sure you will understand me and my reasons as well.

I am looking forward to hear from you soon and take some tips from you as how can I improve my personality and behavior.

Sincerely,

[Your Name]