

Apology Letter for Verbal Abuse

[Name Here]

[Address]

[Date]

Dear [Recipient Name],

You are my favorite colleague at work and someone I always look up to when I need any advice. You know how much work load we are facing these days. I am sure you are pressurized at your own end the same way I am. However, I just felt that you are not very serious towards your work.

You know how ethically we need to follow our deadlines. One missed deadlines means more over time, keeping the staff work for longer hours and opening the office open until we finish and hence, putting a lot of people at work. This not just annoys the staff but it also increases our cost. Paying overtime has not been something our management is very happy to do. Also, overtime causes an increase in the basic expenses as well.

Besides the cost, it also makes it hard to report to the management and then we have to face a lot of criticism from the manager. Since the last two weeks, I have been feeling that you are not taking keen interest in your work. Due to which I felt more stressed and ended up in abusing you. Seconds after, I realized that I had been very wrong in belittling you and insulting you in front of the staff.

I want to tell you that I respect you and your work a lot. I hold very high views about you and I take you as a role model. Abusing you was never the solution. I am sure I have humiliated you a lot and I am ready to apologize in front of the whole staff. Please accept my apologies and advise me as to how improve my behavior and control my anger.

Sincerely,

[Your Name]