**Subject - Apology for my behaviour**

Dear Mr./Mrs. [boss’s family name],

I’m writing to you to express my regret for my behavior on [date] in regards to [event]. I would like to apologize for my words and actions and reassure you that such an event will not happen again.

On the date in question, I got into a verbal altercation with [name] about [context], and this led to my inexcusable behavior. I have already apologized to [name of colleague], and I wanted to assure you that I will work to improve my reactions and behavior in the future.

I’d be happy to meet with you to speak about the incident further if you have any outstanding concerns.

I am sorry again.

Regards,

[Your name]