

## Letter of Apology

➔ Subject line: Apologize for my recent behaviour.

Greeting of the day,  
Dear Friend,

I'm writing to apologize for my recent behaviour. It was wrong, and I know that now. I hope you can find it in your heart to forgive me and allow us to move forward with a clean slate.

I'd also like to take this opportunity to explain why I acted in such an unprofessional manner. For the past few months, I've been struggling with depression, which makes it hard for me to be happy and productive at work. I'm working on getting help for this issue, but until then, please accept my apology.

Once again I am really apologize for my behaviour. I hope you understand my situation and look forward.

Regards,  
Tarun