Professional Apology Accepted Letter for Workplace

Subject:	Acceptance o	r Your	Apology
Subject.	Acceptance o	roui	Apology

Dear [Employee/Colleague Name],

This letter is to formally acknowledge and accept your apology regarding [specific incident]. Your accountability and professionalism in addressing the matter are appreciated.

We look forward to continued collaboration and maintaining a positive work environment.

Sincerely,

[Your Name]

[Position]

[Company Name]

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