

Apology Letter for Harsh Tone

Subject: My Apology for My Tone in Our Discussion

Dear [Employee Name],

I would like to sincerely apologize for the harsh tone I used during our discussion yesterday. It was not appropriate, and I realize that it may have come across as disrespectful.

Please know that my intention was never to undermine your work or your commitment. I deeply value the effort you bring to the team, and I regret if my words suggested otherwise. Moving forward, I will make a conscious effort to communicate more respectfully and constructively.

Thank you for your understanding, and I hope we can move past this incident with stronger communication between us.

Respectfully,

[Your Name]

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