

Formal workplace harassment apology

Subject: Formal Apology for Inappropriate Workplace Conduct

Dear [Victim's Name],

I am writing to formally apologize for my inappropriate behavior toward you in the workplace. My conduct was unprofessional, unacceptable, and created a hostile work environment for you.

I recognize that my actions constituted harassment and violated both company policy and your basic right to a respectful workplace. I understand that my behavior may have affected your job performance, career advancement, and overall wellbeing.

I want to be clear that my actions were entirely my responsibility. There is no excuse for creating an uncomfortable or threatening environment for a colleague. I failed to maintain professional boundaries and showed a complete lack of respect for you as a person and as a professional.

I am committed to making immediate changes to ensure this behavior never occurs again. I have enrolled in mandatory harassment prevention training and am seeking professional guidance to address the underlying issues that led to this conduct.

I understand that rebuilding trust, if possible, will take time and consistent appropriate behavior on my part. I am prepared to work within whatever parameters you and HR deem necessary to ensure your comfort and safety in the workplace.

Please know that I deeply regret my actions and their impact on you.

Respectfully,

[Your Name]

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