Dear Sir;

I have been working with your kind office for the better part of my working years and I know you can vouch for my professionalism and work attitude. But there was an incident which happened recently which I feel may have tarnished my good image and reputation to you.

In this regard, I want to convey my sincerest apology to you. I know that the incident may have offended some sensibilities, yours especially, and I wish to tell you that it was not intentional. I am writing this letter as a sign of my good intention.

However, if this apology is not enough, I am ready to face the consequences of my action. I will also resign my position if my continued presence in my office is already tarnishing the reputation and good standing of the company.

Thank you very much and more power.

Sincerely yours,

Albert Marquez