**#Date#**

To,

**#\*firstname\*#** **#\*lastname\*#**

Subject: Acceptance of Apology

This letter is in reference to the apology letter you sent to our HR team on **#apology receipt date#**.

We have received and acknowledged your apology in regards to **#reason for apology#**. On behalf of the HR team and the organization as a whole, I would like to inform you that we have accepted your apology and hope to see immediate and sustained improvements from you, as you have assured.

In case you are facing any obstacles in establishing the required improvements on the job, please do let us know. We are always ready and willing to support or assist you in whatever possible way from our side.

On behalf of **#\*companyname\*#**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**#Signing Authority Name#**

**#Signing Authority Designation#**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_