

Work Apology Letter For For Drinking Alcohol

John Doe

Marketing Manager

Marketing Department

ABC Corporation

123 Business Rd

Cityville, ST 12345

john.doe@abccorp.com

(123) 456-7890

May 16, 2024

Jane Smith

Human Resources Manager

HR Department

ABC Corporation

123 Business Rd

Cityville, ST 12345

Dear Jane Smith,

I am writing to sincerely apologize for my inappropriate behavior of consuming alcohol while at work on May 10, 2024. I understand that this conduct was entirely unacceptable and unprofessional, and I deeply regret any distress or inconvenience it may have caused to my colleagues and the company.

I acknowledge that drinking alcohol during work hours is a severe breach of company policy and professional standards. My actions were irresponsible and did not reflect the

values and expectations of our organization. I take full responsibility for my behavior and the negative impact it may have had on the workplace environment.

To address this issue and ensure it does not happen again, I have taken the following steps:

Immediate Cessation: I have ceased consuming alcohol during work hours and am committed to maintaining sobriety while at work.

Professional Help: I am seeking professional help to address any underlying issues related to alcohol consumption and to develop healthier coping mechanisms.

Open Communication: I am willing to discuss this matter further with you or the HR department to ensure full transparency and to explore any additional steps I can take to make amends.

I understand that my actions may have caused a loss of trust and confidence in my professionalism. I am dedicated to regaining your trust and demonstrating my commitment to upholding the standards of our workplace. Please let me know if there are any specific measures you would like me to undertake or if there are additional ways I can contribute positively to our team moving forward.

Once again, I apologize for my behavior and the inconvenience it has caused. Thank you for your understanding and for giving me the opportunity to rectify my mistakes.

Sincerely,

John Doe
Marketing Manager
Marketing Department
ABC Corporation
john.doe@abccorp.com
(123) 456-7890