

Apology Letter

- What is Apology Letter
- Types of Apology Letter
- How to write an Apology Letter
- Objectives of Apology Letter

What is Apology Letter

- ▶ An apology letter is a way of expressing regret for the past actions and seeking apology for bad behavior.
- ▶ It is an acceptance of the fault and mistakes done in the past.
- ▶ An apology letter is also written to rectify the broken relationships or trust between two people.

Types of Apology Letter

There are three types of apology letter:

- ▶ **Business Apology Letter:** This letter is written to a customer or client to apologize for the wrong doings.
- ▶ **Personal Apology Letter:** This letter is written when a person hurts other person who is known personally
- ▶ **Professional Apology Letter:** This letter is written to apologize to an office colleague who has been hurt by mistake.

How to Write an Apology Letter

- ▶ Own the mistake: A person doing wrong should take responsibility for his or her actions.
- ▶ The events should be described appropriately: Detailed explanation should be given as to what happened
- ▶ Admit you were wrong: A person committing mistake should accept the same and apologize for the same.

Objectives of an Apology Letter

- ▶ An apology letter is written to apologize for the bad behavior or any wrong doings in the past
- ▶ It is written for any kind of mistakes or negligence and apologize for the same.
- ▶ It is a written statement from a person accepting his mistakes and seeking forgiveness for the same.

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