Personal Apology Letter

Hello Everyone,

I owe you all an apology. When I planned my costume for our annual company Halloween bash, I clearly wasn’t thinking. I now realize that what I wore was offensive to some of you, as well as to your families.

It was never my intention to cause anyone distress. Looking back, however, I can clearly see that I didn’t think things through before I decided on what to wear. Next time, I’ll be sure to weigh my warped sense of humor against my sense of propriety and choose something that isn’t controversial.

I hope you’ll forgive me for making you uncomfortable. Please accept the cupcakes in the breakroom as a sincere peace offering.

All the best,

Jamie