To,

[Name of Employer/Superior]

[Designation of Employer/Superior i.e., Manager or Director]

Date:

**Subject: Apology Letter to Boss for Smoking at the Workplace**

Respected Sir/Madam,

I am writing this letter with deep regret as I feel ashamed that yesterday, you caught me smoking in my cabin. I know that it is strictly prohibited to smoke at the workplace and still I did it. I truly feel guilty and ashamed of my conduct and therefore, I seek an apology from you.

I hope that you will forgive me and will give me a second chance to correct my behavior. I assure you that any such thing will never ever happen again.

Please accept my sincerest apologies.

Yours Truly,

[Sender Name]

[Sender Designation]