To,

[Name of Employer/Superior]

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

Date:

**Subject: Apology Letter to Boss for Surfing Internet during Office Hours**

Respected Sir/Madam,

I would like to sincerely apologize about my conduct that last week when you visited my cabin, I was browsing through the internet. When you entered the cabin and watched me surfing my social media, you scolded me and I really felt ashamed. I know I must not have done any such thing but I would just like to mention that at that time, I already completed my work for the day and got some free time.

I know this can’t be an excuse to such an unprofessional behavior as doing so during the office hours is strictly prohibited. So, that’s why I would like to sincerely apologize to you and I hope that you will provide my a second chance to behave as the same will never happen again.

Please accept my sincerest apologies.

Yours Truly,

[Sender Name]

[Sender Designation]