

March 25, 2006

Dear Boss,

I am really sorry for the things I said to you the other day. I felt like I was being treated unfairly and I said things to you that I didn't mean. Anger and pride got the better of me. I know that you could have my job for this, but I'm hoping you will accept my sincerest apology and give me another chance.

I know I have a temper and I make an effort to control it. From now on I will make more of an effort. I want you to know that I am someone who can be counted on to do my best.

Please accept this apology and give me another chance. I promise I can do better.

Sincerely,

Mike Smith