Ms. Esther Davidson

Las Vegas, Nevada 89169

January 10, 2011

Ms. Vanessa Davies

Lexington, Kentucky 40503

Dear Ms. Davies,

Good day to you!

I write to you to express my sincerest apologies for the untoward incident that took place last week involving the two of us.  I am sorry for whatever problem and pain the incident caused you or your work.

I have been working with the company for ten years and I have maintained the highest standards of work ethics.  Since you became part of the company, you have worked hard and I admire you for your dedication.  I did not intend to criticize you for your work and I only meant to give you constructive comment to help you improve your performance.  I hope we will be able to continue the good working relationship we had started.

Rest assured I will undergo the necessary process for my actions.

Sincerely,

Esther Davidson