Apology Letter

The Residence Community Living Standards exist to ensure a safe and comfortable environment for all residents. It is important that all students uphold these standards out of respect for themselves and their communities. Apologies are an expression of remorse and the willingness to take responsibility for your actions. They should be sincere and taken seriously. A written apology will provide you with an opportunity to begin to repair any harm you may have created and is an important step to rebuilding trust with an individual or community.

Instructions:

For this assignment, you are to write a letter of apology to the people that were affected by your actions as discussed with you in a meeting or outcome letter. Your letter should be addressed to these individuals and be genuine and respectful. You letter can be submitted to rezrules@uoguelph.ca for review and approval. The Community Standards Assistant will then forward your apology to the harmed party or parties.

As you write your apology letter, please consider the following guidelines:

1- **Your Role in What Happened**
   Demonstrate that you understand the harm caused by your actions. Do not deny or minimize your responsibility for the harm caused. Instead, demonstrate that you are taking responsibility for your actions.

2- **How You Feel**
   Express sentiments of regret and explain why you have these regrets.

3- **What You Will Do**
   A statement of commitment to make amends or repair the harms that you have caused.

4- **What you Will Not Do**
   Discuss what behaviors you will avoid in the future in order to avoid causing further harm.

Format:
- Typed, single-spaced, Minimum of 250 words in length
- Respectful and reflective in tone

Deadline:

Please submit your letter of apology to rezrules@uoguelph.ca by 11:59pm on the deadline outlined in your outcome letter. Please include the title of your assignment in the subject line of your email. Should you have any questions please contact your Residence Life Manager or email rezrules@uoguelph.ca.