

Mr. Clint Clooney

W. Washington Street  
Indianapolis, Indiana 46204

November 15, 2010

Mr. Bill Lincoln

Sales Department Head

Infinity Corporation

Dear Sir,

I humbly write to you to express my deepest apologies for the misconduct I was involved in at work last week. The incident took place as a result of the medicines I had taken that week to ease the stress I was experiencing due to the project we are finishing.

I am a very professional person and value my work a lot. I have an excellent performance record since I was employed in the company five years ago and it saddens me that I have caused a mar in my record. I am aware of company rules and the work ethics that we follow. I will undergo the due process and face the consequences of my action as per company rules. Rest assured that the incident will not happen again and I will do everything again to gain back your complete trust in my capacity.

My sincere apologies, again.

Respectfully,

Clint Clooney