

# Apology Letter for Job Performance Error

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my recent performance issue regarding [specific task or project]. I fully understand the impact this has had on the team and our objectives.

Unfortunately, my oversight in [briefly explain the mistake] led to [explain the consequences]. I take full responsibility for my actions and deeply regret any inconvenience this has caused you and the rest of the team.

Moving forward, I am committed to improving my performance and taking the necessary steps to ensure this does not happen again. I will [mention any specific actions or strategies you will implement].

Thank you for your understanding and support during this time. I truly value the opportunity to be part of the team and am dedicated to regaining your trust.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]