

Dear [Team Member's Name],

I hope this message finds you well. I am writing to sincerely apologize for [briefly explain the situation or behavior]. I realize that my actions may have caused you inconvenience, and I regret any distress that my actions may have caused.

Your contributions to our team are invaluable, and I appreciate your hard work and dedication. It was never my intention to undermine your efforts, and I take full responsibility for my actions.

Please know that I am committed to making amends and improving our collaboration moving forward. If you are open to it, I would love to discuss this further and ensure we are on the same page.

Thank you for your understanding and patience. I appreciate your support, and I look forward to continuing our work together.

Best regards,

[Your Name]

[Your Position]