

Subject: Apology for Misalignment in Goals

Dear Team,

I hope this message finds you well. I want to take a moment to express my sincere apologies for the recent misalignment in our goals and objectives. It has become clear to me that my oversight has impacted our team's efforts and caused confusion.

As your leader, I take full responsibility for not ensuring that everyone was on the same page. I understand how important it is for each of us to have a clear vision of what we are working towards, and I regret any frustration this may have caused.

Moving forward, I am committed to improving our communication and aligning our goals more effectively. I propose we schedule a team meeting to discuss our objectives and ensure we all have a shared understanding moving ahead. Your input is invaluable, and I want to make sure every voice is heard.

Thank you for your hard work and dedication. I appreciate your understanding as we work through this together.

Warm regards,
[Your Name]
[Your Position]