

Dear Team,

I hope this message finds you well. I am writing to sincerely apologize for the recent communication breakdown that has affected our collaboration and workflow.

It was never my intention to create confusion or frustration among our team. I recognize that effective communication is crucial for our success, and I regret any inconvenience that my oversight may have caused.

I am committed to improving our communication moving forward and ensuring that we are all aligned in our goals and responsibilities. I appreciate your understanding, patience, and continued support.

Thank you for your professionalism and dedication. Let's work together to move past this and strengthen our team dynamic.

Warm regards,  
[Your Name]