

# Apology Letter to Team

Dear Team,

I hope this message finds you well. I am writing to express my sincere apologies for not meeting our expectations during the recent project.

I understand that my shortcomings may have affected our performance and team morale. Please know that it was never my intention to let anyone down.

Moving forward, I am committed to improving and ensuring that we work together more effectively. I appreciate your understanding and support as we continue to strive for success as a team.

Thank you for your hard work and dedication.

Sincerely,

Your Name