

Dear Team,

I hope this message finds you well. I am writing to sincerely apologize for the recent missed deadlines that have affected our project and, ultimately, our collective goals.

It was never my intention to let the team down, and I understand the impact this may have had on your work and morale. I take full responsibility for the oversight and am committed to ensuring that we get back on track.

Moving forward, I will implement better time management strategies and improve our communication to avoid similar issues. Your hard work and dedication do not go unnoticed, and I value each of you greatly.

Thank you for your understanding and patience. I appreciate your continued support as we work together to overcome these challenges.

Best regards,
[Your Name]
[Your Position]