

# Letter of Responsibility for Disappointing Effort

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for my recent performance regarding [specific project or task]. I acknowledge that my efforts did not meet the expectations set forth, and I take full responsibility for any shortcomings.

Upon reflection, I recognize the areas where I could have contributed more effectively, including [specific examples]. I understand the impact this has had on the team and the overall objectives, and I am committed to making amends.

Moving forward, I am dedicated to improving my efforts. I have outlined a plan to enhance my performance, which includes [specific steps]. I appreciate your understanding and support as I strive to rectify this situation.

Thank you for your time and consideration. I look forward to demonstrating my commitment to higher standards in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]