

Letter of Apology

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent lapses in my performance that may have caused inconvenience or disappointment. I take full responsibility for my actions and understand the impact they have had on the team and our objectives.

Unfortunately, due to [brief explanation of circumstances], I was unable to meet the standards expected of me. I recognize that my shortcomings have affected not only my work but also the team's overall progress.

Please be assured that I am taking immediate steps to improve my performance. I am committed to addressing the issues and ensuring that they do not recur in the future. I value your trust and support, and I am dedicated to regaining your confidence in my abilities.

Thank you for your understanding and patience during this time. I appreciate the opportunity to learn from this experience and grow both personally and professionally.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]