

Apology Letter

Dear Team,

I hope this message finds you well. I am writing to sincerely apologize for my recent actions that have disappointed you as a team. I recognize that my decisions did not align with our collective goals, and I take full responsibility for the impact they had on our progress.

It was never my intention to undermine our teamwork or your efforts. I value each of you and the contributions you make to our success. I understand that trust is vital in our collaboration, and I regret any erosion of that trust.

Moving forward, I am committed to improving my communication and ensuring that I consider the team's perspectives in my decisions. I appreciate your dedication and hard work, and I am eager to rebuild our momentum together.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]