

Letter of Contrition

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere contrition regarding my recent performance and the disappointment I may have caused by not fulfilling the expectations set before me.

It has come to my attention that my actions did not align with the goals we set, and for that, I am truly sorry. I take full responsibility for my shortcomings and understand the impact they may have had on our team and our objectives.

Moving forward, I am committed to making the necessary adjustments and improvements to regain your trust and confidence. I appreciate your understanding and support as I work to do better.

Thank you for your patience, and I look forward to demonstrating my commitment to our shared goals.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]