

Apology Letter

Dear Team,

I hope this message finds you well. I am writing to sincerely apologize for not adequately highlighting the tremendous efforts each of you contributed to our recent project. I realize that my oversight may have undermined the hard work and dedication that went into our success.

Your commitment and teamwork are truly commendable, and I take full responsibility for not acknowledging this in a timely manner. Each of you played a vital role, and I regret not expressing my gratitude sooner.

Moving forward, I will ensure that all of our achievements are celebrated and that every team member's contribution is acknowledged. Thank you for your understanding and for the incredible work that you do.

Warm regards,
[Your Name]
[Your Position]