

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt regret for not recognizing the remarkable achievements you have accomplished over the past year. It pains me to think that your hard work and dedication went unnoticed, and for that, I sincerely apologize.

Your contributions have not only influenced our team's success but have also set a standard of excellence that inspires others. It's disappointing that I did not take the time to acknowledge your efforts sooner, as you truly deserve all the praise and recognition for your work.

Please know that I deeply value your commitment and the positive impact you have made. Moving forward, I will ensure that your achievements, and those of your peers, receive the recognition they rightfully deserve.

Thank you for your understanding and patience. I am genuinely sorry for this oversight.

Warm regards,

[Your Name]

[Your Position]