

Letter of Contrition

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Apology for Underwhelming Performance Assessment

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my sincere contrition regarding my recent performance assessment. I understand that the evaluation reflected a level of performance that did not meet the expectations set for my role.

Upon reflecting on the feedback, I acknowledge that I fell short in several key areas, including [specific areas of concern]. I take full responsibility for this and recognize the impact it has not only on my growth but also on the team's overall performance.

Moving forward, I am committed to making necessary adjustments and improvements. I am eager to seek guidance and additional training to enhance my skills and contributions to the team. My goal is to regain your confidence and demonstrate my dedication to achieving our shared objectives.

Thank you for your understanding, and I appreciate your support as I work to improve. I look forward to discussing this further and outlining a plan for my development.

Sincerely,

[Your Name]

[Your Position]