

Letter of Explanation for Recent Performance Shortcomings

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address the recent shortcomings in my performance that have been identified during our latest reviews.

Firstly, I would like to express my sincere apologies for not meeting the expected standards. [Briefly explain the reasons for the shortcomings, e.g., personal challenges, workload, health issues, etc.]. I recognize that these factors may have impacted my productivity and overall contributions to the team.

To rectify this situation, I am taking [mention specific steps or actions you are implementing to improve performance, e.g., seeking additional training, time management strategies, regular check-ins, etc.]. I am committed to making the necessary adjustments to ensure these issues do not recur.

Thank you for your understanding and support during this time. I appreciate your guidance and look forward to improving my performance in the future.

Sincerely,
[Your Name]
[Your Position]