

Letter of Regret

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my regret regarding the feedback I received about my recent performance.

First and foremost, I want to sincerely apologize for not meeting the expectations set for my role. I take this feedback seriously and am committed to making the necessary improvements to enhance my performance.

Understanding the areas where I fell short is crucial to my growth, and I would appreciate any further insights you could provide. Your guidance is invaluable to me as I strive to align my work with the team's objectives.

Thank you for your candid feedback, and I assure you that I am taking immediate steps to address these issues. I look forward to the possibility of discussing this further and working together towards a better outcome.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]