

Apology Letter for Performance Evaluation

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for my performance evaluation that may have fallen short of your expectations. I appreciate the feedback provided and want to assure you that I take it very seriously.

Upon reflection, I understand that my contributions may not have aligned with the goals set for this period. I regret any disappointment this may have caused and am committed to improving my performance moving forward.

I have already begun implementing the suggestions discussed during my evaluation and aim to show noticeable improvement in the coming months. I value my role in the team and am determined to regain your trust and confidence.

Thank you for your understanding and support. I am looking forward to discussing my progress and any additional guidance you may have in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]