

Dear [Coworker's Name],

I hope this message finds you well. I want to take a moment to express my sincere apologies for not giving you the credit you rightfully deserve for [specific project/task]. Your contributions were invaluable, and I regret that I failed to acknowledge your hard work.

It was never my intention to overlook your efforts, and I appreciate the dedication you brought to the team. Moving forward, I will ensure that your contributions are recognized and celebrated.

Thank you for your understanding and for being such a supportive colleague. I value your partnership and look forward to working together more closely in the future.

Sincerely,
[Your Name]