

Apology Letter

Date: [Insert Date]

To: [Boss's Name]

From: [Your Name]

Subject: Apology for Team Performance Issues

Dear [Boss's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent performance issues within our team. I understand that our results have not met the expectations you set and that this may have caused inconvenience to you and the company.

I take full responsibility for the shortcomings and recognize that there were areas where I could have taken more proactive measures to guide the team effectively. I have reflected on the challenges we faced, and I am committed to implementing changes to prevent this from happening in the future.

Moving forward, I plan to hold regular check-ins with the team to ensure we are aligned on our goals and to identify obstacles earlier. I also welcome any feedback you might have on how we can improve our performance as a team.

Thank you for your understanding and support as we work through this. I appreciate your leadership and guidance, and I am dedicated to restoring your confidence in our team.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]