

Dear [Boss's Name],

I hope this message finds you well. I am writing to sincerely apologize for not following your instructions regarding [specific task or project] on [specific date]. I understand the importance of adhering to the guidelines you set, and I regret any inconvenience my oversight may have caused.

I take full responsibility for my actions and assure you that it was not my intention to disregard your directions. I have reflected on the situation and will take the necessary steps to ensure that it does not happen again in the future.

Thank you for your understanding and support. I appreciate your guidance and will work diligently to regain your trust.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]