

Dear [Boss's Name],

I hope this message finds you well. I am writing to sincerely apologize for not meeting the expectations set for [specific task/project] by the deadline of [date]. I understand the importance of meeting our goals and the impact my oversight may have had on our team.

Unfortunately, [brief explanation of the circumstances that led to the failure, e.g., unforeseen challenges, workload issues, etc.]. I take full responsibility for not communicating these challenges earlier, which I recognize could have mitigated the situation.

I assure you that I am taking steps to ensure this does not happen again. [Mention any specific actions you plan to implement, such as better time management, seeking assistance, or adjusting priorities.] I value the trust you place in me and am committed to regaining your confidence.

Thank you for your understanding and support. I appreciate the opportunity to learn from this experience and will strive to ensure it does not recur.

Sincerely,
[Your Name]
[Your Position]