

# Commitment to Improvement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally acknowledge the areas of concern regarding my recent conduct and to express my commitment to improving my professionalism in the workplace. I understand that my actions have not met the standards expected of me and have impacted my team and our work environment.

To address these issues, I am committed to:

- Reflecting on my behavior and understanding its impact on others.
- Seeking feedback from my peers and supervisors to identify specific areas for improvement.
- Participating in training programs focused on professionalism and effective communication.
- Establishing regular check-ins with my supervisor to monitor my progress.

I appreciate your understanding and support as I work toward making these improvements. I am dedicated to restoring the trust of my colleagues and contributing positively to our team.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]