

Letter of Responsibility for Unprofessional Decisions

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Acknowledgment of Responsibility

Dear [Recipient Name],

I am writing to formally acknowledge my responsibility for the recent unprofessional decisions that were made within [specific situation or project name]. I recognize that these decisions have impacted our team and the overall objectives of the company.

I take full accountability for my actions and understand the consequences that have arisen due to my lack of professionalism. I assure you that I am committed to rectifying the situation and learning from this experience to prevent similar occurrences in the future.

Thank you for your understanding, and I look forward to discussing how we can move forward positively.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]