

Subject: Sincere Apology for Team Performance Issues

Dear [Team Name/Individual's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent performance issues that have affected our team. I fully understand the importance of our collective goals and the impact these challenges have had on our progress.

We have faced unexpected obstacles that hindered our ability to deliver our best work, and I take full responsibility for not addressing these issues promptly. It is my duty to ensure that our team functions efficiently, and I regret any frustration this may have caused.

Moving forward, I am committed to implementing changes that will support our collaboration and enhance our productivity. I would appreciate any feedback you might have to help us improve as a team.

Thank you for your understanding, and I am hopeful that we can work together to turn this situation around.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]