

Letter of Regret for Disappointing Performance

Date: [Insert Date]

To: [Team Leader's Name]

From: [Your Name]

Subject: Apology for Team Assignment Performance

Dear [Team Leader's Name],

I hope this message finds you well. I am writing to express my sincere regrets regarding my performance in our recent team assignment titled "[Assignment Title]." I understand that my contributions fell short of the expectations set for this project, and I take full responsibility for not meeting the team's standards.

Despite my best intentions, I encountered challenges that impacted my ability to perform effectively. I recognize that this may have affected the overall outcome of our project and placed additional pressure on our team members.

I appreciate the hard work and dedication put forth by everyone involved, and I am genuinely sorry for any inconvenience my performance may have caused. Moving forward, I am committed to improving my contributions to our future projects and ensuring that this situation does not repeat itself.

Thank you for your understanding. I value our teamwork and look forward to making positive strides in our collaboration.

Sincerely,

[Your Name]

[Your Contact Information]