

Letter of Contrition for Shirking Duties

Date: [Insert Date]

To [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for my recent actions regarding my responsibilities at [Company/Organization Name].

It has come to my attention that I have not met the expectations of my role, particularly in [specific duties or projects]. I recognize that my lack of diligence has not only affected my work but also impacted the team and the organization as a whole.

I take full responsibility for my actions and understand the importance of fulfilling my obligations. I am committed to making amends and ensuring that this does not happen again. I have taken steps to improve my time management and seek guidance where necessary.

Thank you for your understanding and support during this time. I appreciate the opportunity to rectify my mistakes and demonstrate my commitment to my duties.

Sincerely,

[Your Name]

[Your Position]