

# Letter of Explanation for Time Management Challenges

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to address the recent concerns regarding my time management skills and how they may have affected my performance.

Over the past few months, I have encountered several unforeseen challenges that have impacted my ability to effectively manage my time. These include [briefly explain the challenges, e.g., increased workload, personal issues, health problems, etc.]. As a result, I have struggled to meet deadlines and maintain the level of productivity expected.

I am actively working on improving my time management skills by [describe the steps you are taking, e.g., utilizing planning tools, attending workshops, prioritizing tasks]. I am committed to making the necessary adjustments to better manage my responsibilities going forward.

Thank you for your understanding and support. I appreciate the opportunity to improve and contribute more effectively.

Sincerely,  
[Your Name]  
[Your Contact Information]