

Letter of Accountability

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Accountability for Insufficient Quality Control

Dear [Recipient's Name],

I am writing to formally address the issue of insufficient quality control within our department. It has come to my attention that several recent projects have not met the expected standards, leading to [briefly describe consequences, e.g., client dissatisfaction, financial loss].

I take full accountability for this oversight, as it reflects a failure in our quality assurance processes. I acknowledge that it is my responsibility to ensure that our team adheres to the highest quality standards and that we maintain our commitment to excellence.

Moving forward, I am implementing the following measures to prevent this issue from recurring:

- [Action Step 1]
- [Action Step 2]
- [Action Step 3]

I appreciate your understanding as we work to rectify this situation and restore our reputation for quality. Please feel free to reach out if you have any concerns or suggestions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]