

Date: [Insert Date]

Dear [Boss's Name],

I hope this message finds you well. I am writing to sincerely apologize for the recent miscommunication that occurred regarding [briefly mention the specific issue or project]. I understand that working remotely can sometimes complicate our usual channels of communication, but I take full responsibility for any confusion or inconvenience this may have caused.

I realize that my actions (or lack of clarity) may have impacted team productivity and caused unnecessary delays. Please know that this was not my intention. I value our collaborative efforts and am committed to maintaining a professional and positive working relationship, even when we are working apart.

Moving forward, I will take extra steps to ensure clearer and more consistent communication, including [mention any specific measures: confirming instructions, asking clarifying questions, or scheduling more regular check-ins]. If there are any preferred methods or protocols you would like me to follow, I am open to your guidance.

Thank you for your understanding and patience. I appreciate your leadership and look forward to contributing effectively as a member of the team. Please let me know if there is anything I can do to further resolve this situation or support our shared goals.

Sincerely,

[Your Name]