

## Apology Letter for Mistake at Work to Colleague

Date: [Insert Date]

Dear [Colleague's Name],

I am writing to sincerely apologize for the mistake I made regarding [briefly describe the mistake, e.g., missing the project deadline, miscommunicating important information, etc.]. I realize that this error has caused inconvenience and may have impacted your work as well as the team's progress.

I take full responsibility for my actions and genuinely regret any difficulties I may have caused you. Please know that I deeply value your hard work and the trust we've built as colleagues. I understand the importance of clear communication and diligence, and I am committed to learning from this experience.

To prevent this from happening again, I am [briefly explain the steps you are taking to address the issue or prevent recurrence, e.g., double-checking my work, keeping better records, etc.]. If there is anything further I can do to help resolve the situation or support you going forward, please let me know.

Thank you for your understanding and patience. I appreciate your professionalism and support.

Sincerely,  
[Your Name]