

Date: [Insert Date]

To,
[Boss's Name]
[Position/Title]
[Company/Organization Name]

Subject: Sincere Apology for Decreased Productivity

Dear [Boss's Name],

I am writing this letter to express my sincere apologies for the recent decrease in my productivity at the workplace. I fully acknowledge that my performance has declined, and I understand the impact this has had on the team's momentum and our overall company objectives.

I take full responsibility for this situation and realize that maintaining consistent productivity is crucial not only for my personal growth but also for our collective success. I am currently working to identify the factors that contributed to this decline and am dedicated to developing effective strategies to overcome these challenges.

Please know that I am committed to improving my work habits and restoring my performance to meet, and strive to exceed, your expectations. I highly value the trust and opportunities that you and the company have provided, and I am eager to reaffirm my dedication to our shared goals.

Thank you for your understanding and support during this time. I genuinely appreciate any feedback or suggestions you might have to help guide me as I work towards becoming more effective and contributing positively to the team once again.

Once again, I apologize for any difficulties my recent performance may have caused. I am committed to making the necessary improvements and delivering results that align with the company's standards.

Sincerely,
[Your Name]