Apology Email Sample to Coworker for Work-Related Mistake

Subject: Apology for My Recent Mistake on [Project/Task Name]

Hi [Coworker's Name],

I want to sincerely apologize for the mistake I made on [describe the project/task or briefly explain the error] earlier. I realize that my oversight may have caused inconvenience and added extra work for you, and I deeply regret any stress or disruption it may have caused.

I accept full responsibility for my actions and have already taken steps to correct the issue. Specifically, I have [explain what you have done or plan to do to fix the mistake], and I am committed to ensuring this does not happen again going forward.

Please let me know if there is anything else I can do to make things right or assist you further. I value our collaboration and appreciate your understanding and support.

Thank you for your patience.

Best regards,
[Your Name]