

Apology Letter for Poor Performance Asking for Another Chance

Date: [Insert Date]

To,
[Recipient's Name]
[Designation/Position]
[Company/Organization Name]

Dear [Recipient's Name],

I am writing this letter to sincerely apologize for my recent performance, which has fallen short of both the company's standards and my own expectations. I understand that my work has not met the required benchmarks and I deeply regret any inconvenience or disappointment this may have caused.

Please allow me to explain that [briefly mention the reason for poor performance, e.g., unforeseen personal challenges, adjustment to new responsibilities, etc.], though I take full responsibility for not overcoming these obstacles in a timely manner. I assure you that this is not reflective of my commitment to my role or to the organization.

I value my position and the trust you have placed in me. I am actively taking steps to address my shortcomings, including [mention actions, such as seeking guidance, adopting new strategies, or participating in relevant training]. I am confident that these actions will enable me to significantly improve my performance.

I respectfully request another opportunity to prove myself and demonstrate the standards you expect from my position. Given this chance, I am committed to working harder, learning from my past mistakes, and contributing positively to the team and organization.

Thank you for considering my request. I truly value your understanding and support, and I look forward to earning back your trust through my future efforts.

Sincerely,
[Your Name]
[Your Position]