

Sample Letter of Apology to Supervisor for Underperformance

[Date]

[Supervisor's Name]

[Title]

[Company/Department Name]

Dear [Supervisor's Name],

I am writing to sincerely apologize for my recent underperformance at work. I acknowledge that my recent contributions have not met the standards expected of me, and I regret any inconvenience this may have caused to you and the team.

The last few weeks/months have been challenging for me due to [briefly explain circumstances, e.g., personal issues, workload management, health reasons, etc.], and unfortunately, this has impacted my ability to deliver results at my usual level of quality and efficiency. I take full responsibility for my shortcomings and understand the importance of maintaining consistent work performance.

I want to assure you that I am taking concrete steps to address these issues, including [mention specific actions-such as seeking guidance, attending relevant training, improving time management, or asking for support where needed]. My main goal is to regain your trust and to contribute positively to our team's objectives moving forward.

Thank you for your understanding and patience during this time. Please let me know if there are specific areas you would like me to focus on or if you have any suggestions that could help me improve further. I am committed to making the necessary changes and demonstrating my dedication to our shared goals.

Once again, I apologize for any inconvenience my underperformance may have caused, and I appreciate your continued support and guidance.

Sincerely,

[Your Name]