

Subject: Apology for Project Delays and Commitment to Improvement

Dear [Boss's Name],

I am writing to sincerely apologize for the recent delays in the [Project Name/Description]. I take full responsibility for these setbacks, which were largely due to my own performance challenges.

Over the past weeks, I encountered several difficulties that impacted my efficiency, including [briefly explain any specific challenges, e.g., time management issues, unexpected complexities, or resource constraints]. I recognize that these obstacles should have been addressed more proactively on my part.

I want to assure you that I am taking immediate steps to improve my work quality and ensure timely project completion. Specifically, I am [mention the corrective actions you are implementing, such as reorganizing priorities, seeking guidance, or enhancing specific skills]. I am also closely monitoring the remaining tasks to avoid any further delays.

Please accept my sincerest apologies for any inconvenience this has caused to you and the team. I value your trust and am committed to regaining it through consistent, high-quality work going forward. If there is anything additional you would like me to do or any feedback you have, I would appreciate your guidance.

Thank you for your understanding and support.

Sincerely,  
[Your Name]