

Date: [Insert Date]

To: [Manager's Name]  
[Manager's Title]  
[Company/Department Name]

Subject: Written Apology for Repeated Mistakes in Job Tasks

Dear [Manager's Name],

I am writing to sincerely apologize for the repeated mistakes I have made while carrying out my job tasks. I regret that my recent errors have affected our team's workflow and the overall efficiency of our workplace. I take full responsibility for these lapses and understand the negative impact they may have had on our goals and the trust you place in me.

I want to assure you that I am taking this matter very seriously. To address these issues, I have begun reviewing my processes in detail, seeking feedback from colleagues, and implementing strategies to improve my accuracy and attention to detail. I am also setting aside additional time to review my work before submission to minimize errors.

I recognize the importance of reliability and professionalism in my role. I am dedicated to enhancing my skills and am committed to ensuring that similar mistakes do not occur in the future. My goal is to regain your trust and demonstrate my commitment to delivering high-quality results for our team.

Thank you for your understanding and support as I work to improve my performance. Please let me know if there are any other steps you would recommend or if there is any way I can further contribute to our team's success.

Sincerely,  
[Your Name]  
[Your Position]