

Apology Letter with Commitment to Improve Work Performance

Date: [Insert Date]

To,
[Supervisor/Manager's Name]
[Title/Position]
[Company Name]
[Company Address]

Subject: Apology and Commitment to Enhance Work Performance

Dear [Supervisor/Manager's Name],

I am writing this letter to sincerely apologize for my recent shortcomings in fulfilling my responsibilities at work. I acknowledge that my performance has not met the expected standards and I take full responsibility for any inconvenience or setbacks this may have caused to the team and the organization.

I deeply regret any negative impact my actions may have had and I assure you that this is not reflective of my dedication to my role and the company as a whole. I value the trust and opportunities that [Company Name] has given me, and I am committed to regaining your confidence through consistent and improved performance.

To address this, I am taking the following steps:

- Identifying key areas for improvement and setting measurable goals for myself.
- Actively seeking feedback and guidance from peers and supervisors.
- Participating in training sessions and enhancing my skill set.
- Prioritizing tasks to ensure timely and efficient completion of work.

I assure you of my full commitment to making positive changes in my work habits and results. I am eager to demonstrate my dedication to the team and contribute effectively to our shared goals.

Thank you for your understanding and continued support. Please let me know if there are additional steps you would recommend or any feedback to further aid in my improvement.

Sincerely,
[Your Name]
[Your Position/Department]