

Apology Letter with Commitment to Improve Attendance

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Their Position, if applicable]
[Company/Organization/Institution Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for my recent pattern of absences/tardiness at [work/school/organization]. I fully understand the importance of regular attendance and how my recent behavior may have caused inconvenience to you and the team.

Please accept my deepest apologies for not adhering to the attendance expectations. I realize that consistent attendance is not only essential for my personal growth and responsibilities but also crucial in maintaining team synergy and productivity.

I want to assure you that I am taking concrete steps to address the issues which have contributed to my absences/tardiness. I have identified the root causes and have implemented a new set of routines and reminders to ensure I arrive on time moving forward.

I am fully committed to improving my attendance and contributing positively to the [workplace/classroom/team] environment. I value the trust that you and the organization have placed in me, and I am determined to restore your confidence through my actions.

Thank you very much for your understanding and support. If there is any additional step I should take to rectify the situation, please let me know. I am committed to making consistent improvements.

Once again, I sincerely apologize for any disruption my absences have caused and appreciate your patience.

Yours sincerely,
[Your Name]