

Date: [Insert Date]

To: [Supervisor/Manager Name]

[Company/Organization Name]

[Company Address]

Subject: Apology for Poor Attendance and Commitment to Punctuality

Dear [Supervisor/Manager Name],

I am writing to sincerely apologize for my recent poor attendance and lack of punctuality at work. I fully acknowledge that my frequent absences and late arrivals have disrupted both my performance and the overall productivity of our team. I deeply regret any inconvenience or difficulty this has caused to you and my colleagues, and I understand the importance of maintaining a reliable and consistent presence in the workplace.

I take full responsibility for my actions and am committed to making meaningful improvements. To this end, I have identified the specific factors that contributed to my lapses and have implemented measures to address them, including:

- Setting new alarms and reminders to better manage my time in the mornings
- Planning my daily commute in advance to avoid unforeseen delays
- Prioritizing my health and well-being to ensure I am prepared and energized for work each day
- Establishing a personal attendance tracking system to monitor and improve my punctuality

I assure you that I am fully committed to correcting my attendance record and regaining your trust. Moving forward, you can count on me to arrive on time and contribute reliably to our team's goals.

Thank you for your understanding and for giving me the opportunity to improve. Please let me know if there's anything further I can do to make amends for my previous shortcomings.

Sincerely,

[Your Name]

[Your Position]