

Formal Apology Letter for Misunderstanding Instructions from Boss

[Your Name]
[Your Position]
[Department]
[Date]

[Boss's Name]
[Boss's Position]
[Company Name]

Dear [Boss's Name],

I am writing to sincerely apologize for the misunderstanding regarding your recent instructions about [briefly specify the task or project]. I realize now that I misinterpreted your directions, which resulted in [describe the outcome or issue caused by the misunderstanding, if applicable].

I take full responsibility for the oversight and regret any inconvenience or confusion this may have caused. Please be assured that it was never my intention to deviate from your expectations.

To prevent such misunderstandings in the future, I am making it a priority to seek clarification whenever instructions are unclear. I am also committed to improving my communication skills and ensuring that my work aligns closely with your directives.

Thank you for your understanding and guidance. I greatly appreciate your support, and I am dedicated to delivering results that meet your expectations moving forward.

Please let me know if there is anything further I can do to rectify the situation.

Sincerely,
[Your Name]