

Apology Letter for Poor Teamwork

[Date]

[Recipient's Name]

[Team or Department Name]

[Company/Organization Name]

Dear [Recipient's Name/Team],

I am writing to sincerely apologize for my recent shortcomings in teamwork and collaboration. Upon reflection, I realize that my actions and decisions may have disrupted our group's synergy and impacted our collective performance. I am genuinely sorry for any frustration or inconvenience this may have caused.

My lack of effective communication and participation has not only hindered our workflow but may have also affected the morale and trust within the team. Please know that this was never my intention, and I take full responsibility for my role in these difficulties.

Moving forward, I am fully committed to improving my approach to teamwork and cooperation. I am actively seeking ways to communicate more openly, share responsibilities, and support all members of our team. My goal is to contribute positively to our shared objectives and foster a collaborative and trusting environment.

I value the opportunity to work alongside each of you and am dedicated to rebuilding trust and enhancing our effectiveness as a team. Thank you for your understanding and patience as I work to make these improvements.

Please feel free to share any feedback or suggestions you may have, as your input will be invaluable in helping me better align with our team's needs and expectations.

Sincerely,

[Your Name]

[Your Position]