

Sample Apology Letter for Mistake at Work to Manager

Subject: Apology for Mistake at Work

Dear [Manager's Name],

I am writing to sincerely apologize for the mistake I made regarding [briefly describe the mistake, e.g., submitting the incorrect report or missing an important deadline] on [mention date or timeframe]. I understand that this error has caused inconvenience, and I take full responsibility for my actions.

I acknowledge the impact this has had on the team and the workflow, and I deeply regret any difficulties this may have caused. I assure you that it was not intentional, and I am committed to learning from this situation to ensure it does not happen again.

To address this, I have taken the following steps: [briefly outline corrective actions you have taken or will take, such as double-checking work, establishing a new process, or consulting with relevant team members]. I am open to any additional suggestions you may have that could help me improve in the future.

Please accept my sincere apologies. Thank you for your understanding and support as I work to correct this mistake and restore your trust.

Sincerely,
[Your Name]
[Your Position]