

Apology Letter Template to Manager for Missing Targets at Work

This **apology letter template to manager for missing targets at work** provides a professional and sincere way to acknowledge shortcomings in achieving set objectives. It helps employees communicate accountability, express regret for unmet expectations, and outline plans for improvement. Using this template can foster transparency and maintain a positive relationship with management by demonstrating commitment to future performance and growth.

[Date]

[Manager's Name]

[Manager's Title/Department]

[Company Name]

Dear [Manager's Name],

I am writing to sincerely apologize for not meeting the targets set for [specific period/project/goal] at work. I understand the importance of achieving these objectives for the team's and organization's overall success, and I regret falling short of expectations.

The main factors that contributed to missing these targets include [briefly explain relevant reasons, e.g., unforeseen challenges, resource limitations, misjudgment of workload]. While these do not excuse the shortfall, I accept full responsibility and am committed to addressing these issues going forward.

I have already begun implementing a plan to ensure improved performance, which includes [outline your action plan or steps you will take to improve, such as better time management, seeking guidance, additional training, utilizing available resources, etc.]. I am confident that these measures will help me meet or exceed future expectations.

Once again, I apologize for any inconvenience or disruption this may have caused. I appreciate your understanding and support as I work to improve my performance. Please let me know if there are additional steps you would like me to take moving forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]