

Apology Letter with Promise to Improve Work Performance

[Your Name]
[Your Job Title]
[Department]
[Date]

[Manager's Name]
[Manager's Job Title]
[Company/Organization Name]

Dear [Manager's Name],

I am writing to sincerely apologize for the recent shortcomings in my work performance. I acknowledge that my recent output and commitment have not met the standards expected by the team and the organization. I regret any inconvenience or difficulties this may have caused, and I take full responsibility for my actions.

Please be assured that I am fully committed to making meaningful improvements. I have carefully reviewed the areas where I have fallen short, and I am already taking steps to address them. This includes [briefly mention specific actions you will take, such as attending training sessions, organizing your tasks more efficiently, seeking regular feedback, etc.].

I genuinely value the trust and support you have shown, and I am determined to regain your confidence through consistent effort and dedication. Please let me know if there are specific areas you would like me to focus on or if you have any further suggestions that can aid in my development.

Thank you for your understanding and patience. I am committed to learning from this experience and contributing positively to the success of our team.

Sincerely,
[Your Name]