

Apology Letter to Boss for Unintentional Oversight

Dear [Boss's Name],

I am writing to sincerely apologize for the unintentional oversight regarding [briefly specify the issue, e.g., "the missed deadline on the quarterly report"]. I fully understand the importance of this responsibility and regret any inconvenience my mistake may have caused you and the team.

I take complete accountability for the oversight. It was not my intention to let this matter slip, and I recognize how vital attention to detail is in our work. Please rest assured that I am taking steps to ensure this does not happen again in the future, including [briefly mention any corrective actions, e.g., "setting daily reminders and double-checking my work schedule"].

Once again, I apologize for the oversight and any resulting difficulties. Thank you for your understanding and patience. I appreciate your guidance and support, and am committed to maintaining high standards in my work going forward.

Sincerely,
[Your Name]