

Apology Letter with Request for Second Chance at Work

Date: [Insert Date]

To,
[Supervisor/Manager's Name]
[Company Name]
[Department/Office Address]

Dear [Supervisor/Manager's Name],

I am writing this letter to sincerely apologize for my recent actions regarding [briefly describe incident or mistake, e.g., missing crucial deadlines, not meeting expectations, or breaching company policy]. I fully acknowledge the impact that my actions have had on the team and the organization.

I deeply regret any inconvenience and disappointment I may have caused. I accept full responsibility and understand the seriousness of my mistake. I have taken this experience as an essential lesson for both my personal and professional growth.

I have evaluated the circumstances that led to my error and am developing strategies to prevent their recurrence. Additionally, I am committed to making amends and regaining your trust through consistent hard work, open communication, and adherence to company policies.

I am kindly requesting a second chance to prove my dedication and value to the team. I am confident that, given the opportunity, I will demonstrate improved performance, reliability, and professionalism. Please let me know if there are any additional steps I should take as part of making things right.

Thank you for your time and understanding. I am hopeful for your consideration and a chance to continue contributing positively to [Company Name].

Sincerely,
[Your Name]
[Your Position]
[Contact Information]