

Dear [Employer's Name],

I would like to express my sincere apologies for my recent performance review outcomes. I fully acknowledge that my work has not met the standards and expectations set by the organization, and I deeply regret any disappointment or inconvenience this has caused.

I am grateful for the honest feedback you have provided, as it has given me valuable insight into the areas where I need to improve. I assure you that I am committed to addressing the identified weaknesses and taking concrete steps to enhance the quality and productivity of my work.

Specifically, I plan to [list specific actions you will take, such as attending training sessions, seeking guidance from colleagues, or improving time management]. I am also open to any further suggestions you may have to help me in my efforts to grow professionally and to better contribute to the team's success.

Please accept my apology and my assurance that I am dedicated to making meaningful improvements. I value the trust that you and the organization place in me and am determined to rebuild that trust through consistent, high-quality performance going forward.

Thank you for your understanding and support.

Sincerely,
[Your Name]