

# Formal Apology Letter for Employee Mistake at Work

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

[Recipient's Name]  
[Recipient's Job Title]  
[Company Name / Department]

Dear [Recipient's Name],

I am writing to formally apologize for the mistake I made on [date/occasion]. I acknowledge that my actions regarding [brief description of the mistake] were not in line with the standards and expectations of our company. I take full responsibility for my error and sincerely regret any inconvenience or negative impact this may have caused to you, our team, or the organization as a whole.

I understand the importance of maintaining accuracy and professionalism in all aspects of my work. Upon realizing my mistake, I took immediate steps to address the situation by [briefly describe any corrective actions you have taken]. Please be assured that I am also implementing additional measures to ensure this does not happen again in the future, such as [mention specific steps, e.g., attending training, double-checking work, following new procedures, etc.].

I deeply value the trust and confidence that you and the company have placed in me. Please accept my sincere apologies for this oversight. I am committed to learning from this experience and improving my performance to better contribute to the team.

Thank you for your understanding. If there are any additional steps I can take to help resolve the situation, please let me know.

Sincerely,  
[Your Name]