Apology Letter to Boss

To,

The manager,

[Company Name],

[Address]

[Date]

Subject: Letter of Apology

Dear Mr. [Receiver’s Last Name],

I would like to apologize for not being present at recent team meetings. I understand how this may have impacted the project in a negative way, and I take full responsibility for my actions. I have taken the time to reflect on how my apathy has affected the outcome of our project and nearly caused us to miss our production deadline.I have spoken with all other members of the team and apologized to them directly for any extra work they had because of me. Moving forward,

I apologize for my actions and assure you that I will correct my behavior in the future. I realize that recent conduct does not meet company requirements, and I am completely ready to face any professional ramifications of my actions.

Thank you for taking the time to read this letter of apology. Please accept my assurance that from now on, I will maintain your high expectations.

Sincerely,

[Name]

[Signature]