

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]