

Work Apology Letter For Poor Performance

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Department]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for my recent poor performance at work. I understand that my recent output has not met the standards expected by our team and company, and I deeply regret any inconvenience or issues my actions may have caused.

I acknowledge that my performance over the past [time period] has been lacking, particularly in [specific area or project]. I take full responsibility for this lapse and am committed to improving my performance moving forward.

To address this issue, I have taken the following steps:

1. **Self-Assessment:** I have conducted a thorough self-assessment to identify the root causes of my poor performance, such as [mention any specific issues, like time management, lack of resources, or personal issues].
2. **Action Plan:** I have developed an action plan to improve my performance, which includes [specific steps, such as additional training, seeking mentorship, better time management practices, etc.].
3. **Open Communication:** I am committed to maintaining open communication with you and the team to ensure that I am meeting expectations and to seek feedback regularly.

I am dedicated to regaining your trust and demonstrating my commitment to our team and company. Please know that I am fully aware of the seriousness of this situation and am taking all necessary measures to rectify it.

I appreciate your understanding and patience during this time. If there are any additional steps or specific areas you would like me to focus on, please do not hesitate to let me know. I am eager to improve and contribute positively to our team's success.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]

[Email Address]

[Phone Number]