Work Apology Letter Template

Dear **[Colleague/Supervisor’s Name],**

I'm sorry for/that **[action you wish to apologize for]**.

I understand you must be **[upset/disappointed/other adjective]**. I know I let **[you/the team]** down. I’ve made a plan to **[your plan for avoiding the same mistake in the future or fixing the present situation, if possible].**

I hope you can accept my apology and give me another chance. Please feel free to contact me if you wish to discuss the matter further.

Sincerely,

**[Your Name]**