

Subject: Apology for Delay in Work

Dear Tops Team,

I hope this message finds you well.

I am writing to sincerely apologize for the delay in work regarding our project that occurred recently. As a new member of the team, I understand the importance of timely execution and the impact that delays can have on our workflow and overall objectives.

I take full responsibility for this oversight and am committed to improving my time management and communication moving forward. I appreciate your understanding and support as I navigate my new role as a Web Developer.

Thank you for your patience, and please let me know if there's anything further I can do to rectify the situation.

Best regards,

Bhumit Shah

Web Developer - Trainee

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