

## **Letter of Apology**

From: - hinamangnani101@gmail.com

To: - [tcs@gmail.com](mailto:tcs@gmail.com)

Subject: - Apology letter for mistake at work

Respected Sir/Mam,

Greetings of the day!

I am writing to extend my heartfelt apologies for the recent lapse in my performance, which I deeply regret and take full responsibility for. My recent performance does not reflect my true commitment to our organization and dedication to effectively fulfilling my role.

I have taken this situation as a valuable learning experience and am actively working on addressing the issues that led to my recent performance. I am committed to making the necessary improvements and ensuring that my work aligns with our team's goals.

If there are any specific areas where you believe I need to focus my attention and areas in which I can provide better results.

Thank you for your understanding and for considering my commitment to improvement.

Sincerely,

Heena Mangnani.