

Apology Letter to Boss

To,
Project Manager
Research & Development wing
Seems wise technos.
California, USA

Dated: *****

Respected Sir,

I am writing this letter to you to ask for an apology for my irresponsible behavior during this current running project. I am extremely sorry that I didn't put my sincere efforts and remained so careless that I cannot meet the deadlines. I understand that there is no place for such irresponsibility in our company. But sir, please accept my apology and provide me one more chance to prove myself and correct my mistake. I want to stay in this department and want to work under you.

I assure you that I will work so hard that I will submit the results within the deadlines, even if I had to work late at the office. I am ready for it.

Please provide me another chance and let me resume my job again. I shall be very thankful to you for your understanding and to consider me.

I hope to hear from you, Sir.

Thank you.

Sincerely

With Regards,

Kunal Singh

Research Assistant, R&D.