

Acceptance of Responsibility Email for Workplace Incident

Subject: Acceptance of Responsibility

Dear [Manager Name],

I want to formally acknowledge my responsibility for the incident that occurred on [date]. I

understand the impact of my actions and am committed to taking corrective measures to ensure this does not happen again.

Please advise on any further steps or actions required.

Thank you,

[Your Name]

[Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/acceptance-of-responsibility-letter>