

Formal Apology Letter for Miscommunication

Subject: Sincere Apology for Miscommunication

Dear [Employee Name],

I am writing to sincerely apologize for the recent miscommunication that occurred regarding [specific issue, e.g., project deadlines or task assignments]. I realize that this has caused you unnecessary stress and confusion, and I take full responsibility for the oversight.

Clear communication is essential for a smooth workflow, and I regret that this instance fell short of our standards. Please rest assured that I will be taking steps to ensure this does not happen again, including implementing clearer channels of communication and follow-ups.

Your dedication and hard work are highly valued, and I am sorry for any frustration this situation may have caused. Thank you for your professionalism and understanding.

Sincerely,

[Your Name]

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