

Apology Email for Overlooking Contribution

Subject: Apology for Overlooking Your Contribution

Dear [Employee Name],

I want to extend my heartfelt apologies for not acknowledging your important contribution to [specific project/task]. It was an oversight on my part, and I regret that your efforts were not given the recognition they deserved.

Your input played a vital role in the success of the project, and I deeply value your commitment and expertise. I assure you that this will not be overlooked moving forward, and I will make sure your work is highlighted and recognized appropriately.

Thank you for your dedication and for continuing to deliver excellent results. I appreciate your understanding as I take accountability for this mistake.

Warm regards,

[Your Name]

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