

Casual Apology Message for Delay

Subject: Sorry for the Delay in Feedback

Hi [Employee Name],

I wanted to quickly reach out to apologize for the delay in providing you with feedback on your recent work. I know timely feedback is important for your growth and planning, and I regret that I didn't get back to you sooner.

I've now reviewed your work, and I'll share my detailed comments with you this week.

Thanks for your patience, and I really appreciate the effort you put into the task.

Best,

[Your Name]

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