

Formal apology for significant workplace mistake

Subject: Formal Apology and Explanation for [Incident/Error]

Dear [Manager/Director Name],

I am writing to formally acknowledge and apologize for the significant error that occurred on [date] regarding [specific incident/project].

The mistake involved [detailed explanation of what went wrong]. This error was due to [honest explanation of cause - oversight, miscommunication, etc.]. I take full responsibility for this oversight and understand the impact it has had on [team/project/client/company].

Immediate actions taken:

- [Specific corrective measure 1]
- [Specific corrective measure 2]
- [Communication with affected parties]

Moving forward, I am implementing the following measures to prevent recurrence:

- [Long-term preventive strategy 1]
- [Long-term preventive strategy 2]
- [Additional training or skill development]

I deeply regret this error and am committed to regaining your trust through consistent, careful work. I welcome the opportunity to discuss this matter further and any additional steps you feel are necessary.

Sincerely,

[Your Name]

[Your Position]

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