

Sincere apology for recurring error pattern

Subject: Sincere Apology for Recurring Issue

Dear [Manager Name],

I need to address a pattern of mistakes I've been making regarding [specific area of repeated errors]. I know this isn't the first time we've discussed [specific issue], and I'm deeply sorry for continuing to struggle with this.

I've been reflecting on why this keeps happening, and I believe it's due to [honest self-assessment]. This isn't an excuse, but rather my commitment to understanding and fixing the root cause.

I'm taking the following serious steps:

- [Specific skill development plan]
- [Seeking mentoring or additional training]
- [Changed work process or system]
- [Regular check-ins with supervisor]

I know I've disappointed you and the team, and I don't take your patience for granted. I'm committed to proving that I can overcome this challenge and contribute reliably to our team.

Thank you for continuing to work with me on this.

Sincerely,

[Your Name]

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