

Professional forgiveness letter for workplace error or incident

Subject: Request for Goodwill Forgiveness

Dear [Supervisor/HR Manager's Name],

I am writing to formally apologize for [specific incident, e.g., missed deadline, error, or misunderstanding]. I take full responsibility and assure you that I am taking steps to ensure it does not happen again.

Given my consistent track record and commitment to [Company Name], I am requesting goodwill forgiveness for this incident. I value my position and our professional relationship and hope we can move forward positively.

Thank you for your understanding and consideration.

Best regards,

[Your Name]

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