

Formal acceptance of responsibility for a workplace mistake

Subject: Acceptance of Responsibility for Error

Dear [Manager's Name],

I am writing to formally acknowledge and accept responsibility for the mistake that occurred on [date] regarding [brief description of the error]. I deeply regret the oversight and the impact it may have caused to the team and the project.

I am committed to taking corrective actions to ensure this does not happen again, including [mention specific steps or measures]. I appreciate your guidance and support as I work to resolve the situation.

Sincerely,

[Your Name]

[Your Position]

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