## Friendly acknowledgment of a minor workplace mistake

Subject: Apology and Responsibility

Hi [Colleague's Name],

I realize that my actions on [specific task or date] were in error, and I take full responsibility for the oversight. I apologize for any inconvenience caused to you and the team.

I am taking corrective measures and will ensure better diligence in the future.

Regards,

[Your Name]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/mistake-acceptance-letter">https://www.lettersandtemplates.com/letters/mistake-acceptance-letter</a>