

Professional apology to manager or supervisor

Subject: Apology for Unintentional Error in [Project/Task]

Dear [Supervisor's Name],

I regret the oversight in [task/project] on [Date]. I understand the impact this may have caused to the team and take full responsibility for my actions.

I have implemented corrective measures to address the issue and prevent recurrence. I sincerely apologize and appreciate your understanding.

Sincerely,

[Your Name]

[Position]

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