**Formal Apology Letter for Miscommunication** 

Subject: Sincere Apology for Miscommunication

Dear [Employee Name],

I am writing to sincerely apologize for the recent miscommunication that occurred regarding

[specific issue, e.g., project deadlines or task assignments]. I realize that this has caused you

unnecessary stress and confusion, and I take full responsibility for the oversight.

Clear communication is essential for a smooth workflow, and I regret that this instance fell short of

our standards. Please rest assured that I will be taking steps to ensure this does not happen again,

including implementing clearer channels of communication and follow-ups.

Your dedication and hard work are highly valued, and I am sorry for any frustration this situation

may have caused. Thank you for your professionalism and understanding.

Sincerely,

[Your Name]

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