Date

Name

Address

Dear Mr. William,

I want to apologize to you through this letter for the miscommunication caused on my part with respect to the XYZ project.

On Friday, 16th October 2020, you called me into your office for a brief on the progress of this project, which was not good at that time due to various factors. However, I did not clearly communicate those factors to you because of one, I got confused and did not want my image to be influenced in your eyes, and secondly, some of those factors could not have gotten under control except by firing few employees. Due to my miscommunication, you were not able to inform the client about the exact situation of the project.

I was trying to save myself and my team members, but, as a result, affected the company and the relationship with the client. I cannot justify my behavior and have no proper explanation.  But I am extremely sorry and want to convey my regret and apology.

This is the first such instance in my five years spent in this company, and I hope you will forgive me this time. I ensure that any mistake of this sort will not be repeated.

Please accept my apology.

Regards,

Sarah Ross.