Date

Name  
Address

Dear Mr. Jim,

I am writing this letter to apologize for my poor performance over the last few months.

I was on maternity leave until the end of December 2018. When I came back in January, many new projects had been acquired and the team was dealing with various clients. It took me some time to get back in line with everything. Alongside this, I was managing my baby and his babysitter arrangements as well. Due to this stress in personal and professional life, I was unable to manage both and resultantly, my performance at work suffered, affecting my team as well as the company. I know I should have been able to manage both, which is why I want to apologize to you.

I have been working with this organization for five years and I always have been a hardworking and dedicated employee. You can even review my past employee evaluations. I will try to bring those evaluations back. I ensure that you will see my improved performance over the coming months.

Thank you for your understanding. I hope you accept my apology.

Regards,

Emily William.