To,

Mr. XYZ,

[department/role in the organization]

Subject: Response letter for poor performance’s notice

Respected Sir/Ma’am,

I hope this letter finds you in good health. I am writing this to you in response to your feedback on my poor performance in the office that I have just recently received. First, I would like to offer my apologies for not coming up to your expectations. I completely realize how much of an inconvenience my poor performance during the past few weeks would have been for you and for my other co-workers. I want to assure you that I have carefully read your detailed feedback and your concerns regarding my poor work ethics. I have no other option but to accept that all the points highlighted by you are matters of serious concern that I should not have ignored at any cost.

I am very sorry for my terrible carelessness and the loss caused to the organization because of me. However, I want to assure you that I have recognized my mistakes and will try my level best not to exhibit such a careless attitude ever again in the future. Being lucky enough to have been blessed with another chance, I promise to never repeat the same mistakes in the future and to give my best possible to the organization in the future.

I apologize, once again, for disappointing you and hope that you will be kind enough as always to let go of my mistakes.

Best regards,

XYZ