**Date:**

**To**

**[The Recipient]  
[Designation]**

**Re. Apology for the Created Misunderstanding Regarding Improvisation in the Proposal to SIGMA STRENGTH w.r.t Presentation C-17 Dated 12-09-21**

Dear Sir,

I am regretful and writing this with a very heavy heart to apologize and clarify the matter of improvisations in the proposal and my three days leave. Sir, I have been working here for five years and I have always been considered as an important member of the CHMC Team in the projects like Actema and Xeron-109. I have always remained sincere and honest regarding everything related to work correlated with my hard work.

Annual Profile Reviews and Monthly Performance Appraisals can be studies or checked out for the validation of my point of performance. I have always worked in compliance with the company rules and fulfilled all the TORs of working under my designation.

I have been working as Team Leader Assistant since 2016 and I have been given the additional charge of Project Management due to the three months leave of Mr. Steve who is Project Manager in the company. I have been working as his replacement for two and half months without getting any additional amount as salary.

I have been working on the proposals of the General YKFH Groups Project and other minor projects like Development in the Social Sector, Social Media Marketing, and General Assistance. I had completed the proposal making and then I went for three days leave as my brother was seriously ill and I had to look after him at home.

When I sent the leave Performa, I was responded with a lot of strict and unprofessional notions by the Senior HR Manager. On complaining, I was silenced by my immediate supervisor.

Later, after having dealt with this, I received an email from you with the improvised version of the proposals. I became angry at the unwanted interference and improvisations. Influenced by the earlier event, I was angry and blind with the anger I sent you a rude response to the proposal improvisation and editing. After coming back to the office after three days of my leave, I realized that the improvisations had been made on the account of instructions by the ACMR Project Team Leader (PTL).

Steering to the company and being Senior Instructor in the project management, I firmly believe that you are rightful in making the amendments and improvisations where needed.

I apologize for my wrong trance and clarify that the email (dated: 15-09-21) was complemented by lots of unwanted events. Therefore, I request you to pardon my objectionable demeanor and consider it a misunderstanding caused by miscommunication on the project.

I would be looking forward to the kind acknowledgment of this letter from you. Please write to me at [EMAIL]. Thank you.

Regard

David Emerson  
Project Team Leader Assistant (PTL-Assistant)  
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