

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to sincerely apologize for the recent management issues that have arisen under my direction. I take full responsibility for the oversight and understand that it has caused disruption within our team and affected our overall productivity.

I acknowledge that [specific issue] led to [specific outcome], and I regret any confusion or frustration this may have caused to you and the team. I assure you that I am committed to rectifying the situation and making the necessary changes to prevent similar issues in the future.

To address these concerns, I am taking the following steps:

1. [Step 1]
2. [Step 2]
3. [Step 3]

I value your leadership and appreciate your support as we work through these challenges. Thank you for your understanding, and I am looking forward to rebuilding trust within our team.

Sincerely,

[Your Name]
[Your Job Title]