Sample Apology Letter To Boss

Green Park,

New Delhi

Date: 2904/2022

To,

Akhil Das

Owner

Enchanted Woods Pvt Ltd.

Subject: Apology letter

Respected Sir

I apologise sincerely for sending the XYZ report to our client Mrs Miriam Tsk and not Mr Amal Ralte. I understand that this grave mistake made by me has led to many inconveniences for the company and our clients.

While I am in no position to defend my action, I just want to let you know that it was partly because I was working on five reports simultaneously that day and as time was of the essence, I was in a rush and accidentally mislabelled the file names.

As this incident was solely on me, I have personally apologized to both Mrs Miniam Tsk and Mr Amal Ralte. I have also provided them with the correct reports.

I would like to ask for your forgiveness and assure you that such a thing will never happen again in the future. I know that what I did was inexcusable and I am truly sorry.

If there are any further remedial steps you would like for me to take, please do let me know at any time.

Sincerely,

Jordan Hnialum

Team Lead - Digital Marketing Department

Enchanted Woods Pvt Ltd.

Mob: 9876451098