

Ladies and gentlemen,

I would like to take a moment to sincerely apologize for the mistake I made at work. I understand that my actions caused inconvenience, and I am truly sorry for any disruption it may have caused to our team.

It was an oversight on my part, and I take full responsibility for the error. I am committed to learning from this experience and ensuring that it does not happen again in the future.

Thank you for your understanding and patience as I work to correct my mistake. I am grateful for the support of this team and am dedicated to making things right.

Thank you.