**Apology Letter for Poor Performance**

To,

Smith Fred

Sales Manager

Fortune Enterprises

Nottingham

UK

12TH March 2013

**Subject:** Apology letter for poor performance

Respected Sir,

I am writing this letter to express my deepest apologies to you for the poor performance in my recent projects. I have realized that my performance was not matching with the needed standards and I really need to work on it. Please accept my sincerest apologies for the poor conduct and lack of sincerity in submitting quality project on time.

For the last few months, I am facing some serious personal problems in the family which has also affected my professional life and performance at work place. But now I request you to please give me one more chance and I will work to the best of my capability towards the growth of the organization.

I will surely keep all the suggestions in mind that has been given by the higher management.

I promise that I will put best efforts to prove my work to you and assure you that you will not get any more complaints from my side.

Hope you will accept my apologies and give me another chance to prove myself.

Sincerely,

Jacob Bob

Sales Executive

Fortune Enterprises