To,

[Name of Employer/Superior]

[Designation of Employer/Superior i.e., Manager or Director]

Date:

**Subject: Apology Letter to Boss for Poor Performance**

Respected Sir/Madam,

I would like to sincerely apologize for my poor performance from last few days. Let me clarify that due to some personal problems, I am not being able to concentrate on my work properly. That is why I have not been able to meet my goals and show excellent performance as expected from me.

I know this can’t be an excuse for my bad performance but I hope that you will believe me and will provide me a chance to prove my self again.

Once again, I apologize for my conduct and I hope that you will forgive me.

Yours Truly,

[Sender Name]

[Sender Designation]