

Explanation Letter for Mistake at Work

Date: [Insert Date]

From:

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Supervisor's Name]

[Supervisor's Job Title]

[Company Name]

Subject: Explanation of [Specific Mistake]

Dear [Supervisor's Name],

I am writing to explain the circumstances surrounding the mistake of [specific mistake, e.g., a data entry error]. Upon realizing this error, I took immediate steps to assess its impact and explore resolution options.

[Detail the specific actions you took to address and rectify the mistake, including any steps taken to prevent future occurrences.]

I value the trust you place in my abilities and am committed to learning from this mistake to enhance my performance. Thank you for your understanding and guidance.

Respectfully,

[Your Full Name]

[Your Signature (if sending a hard copy)]