

Apology Letter For Absence From Work

Dear [Manager's Name],

I am writing to apologize for my absence from work on [Date(s)]. I understand that my sudden and unexpected absence may have caused inconvenience and disruption to the workplace, and for that, I am truly sorry.

Unfortunately, I was dealing with a personal emergency that required my immediate attention and made it impossible for me to come into work. While I understand that my absence may have caused some inconvenience, please know that it was not intentional and I did everything in my power to resolve the situation as quickly as possible.

I take my job and responsibilities seriously, and I understand that my absence may have caused some disruption to the workflow. Rest assured, I am doing everything in my power to catch up on missed work and ensure that any further absence does not occur.

Thank you for your understanding and support during this time. I hope to be back to work and contributing to the team as soon as possible.

Sincerely,

[Your Name]