

Formal Apology Letter for Absence from Work

Subject: Apology for Absence

Dear [Manager's Name],

I am writing to formally apologize for my absence from work on [Date(s)]. Due to [reason, e.g., illness, personal emergency], I was unable to attend and fulfill my responsibilities.

I understand the inconvenience caused and assure you that I have taken measures to ensure such absences are minimized in the future. I appreciate your understanding and support.

Sincerely,

[Your Name]

[Position]

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