

Professional Apology Email for Delayed Return from Scheduled Vacation

Subject: Apology for Delayed Return from Vacation - [Your Name]

Dear [Manager/Supervisor Name],

I am writing to sincerely apologize for my delayed return to work following my scheduled vacation. I was expected to resume my duties on [original return date], but due to [brief reason - flight cancellation/family emergency/medical issue], I was unable to return until today.

I understand that my absence may have caused inconvenience to the team and disrupted ongoing projects. I take full responsibility for not communicating the delay sooner and for any impact this may have had on our department's operations.

To minimize further disruption, I have already begun catching up on emails and pending tasks. I am prepared to work additional hours if necessary to ensure all deadlines are met and to make up for lost time.

I deeply regret any inconvenience caused and appreciate your understanding in this matter. Please let me know if there are any urgent matters that require my immediate attention.

Thank you for your patience and support.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]

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