

Formal Letter for Extended Delay Due to Emergency

Subject: Formal Apology for Extended Absence Following Vacation

Dear [HR Director/Manager Name],

I am writing to formally apologize for my extended absence beyond my approved vacation period from [vacation start date] to [original end date]. Due to a family emergency that arose during my time off, I was unable to return to work as scheduled on [date] and have been absent for an additional [number] days.

The emergency involved [brief, professional description - family medical situation/legal matter/etc.], which required my immediate and continued attention. I recognize that this extended absence was not pre-approved and has likely created challenges for my colleagues and the department.

I have attached relevant documentation to support my situation and am prepared to discuss how we can address the impact of my absence. I am committed to working with you to develop a plan for making up lost time and ensuring all responsibilities are properly managed going forward.

I understand the seriousness of this situation and am grateful for your consideration of these exceptional circumstances. I am now fully available and ready to resume my duties with complete dedication.

Please let me know when we can schedule a meeting to discuss this matter further.

Respectfully,

[Your Name]

[Employee ID]

[Department]

[Date]

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