Heartfelt Message to Close Colleagues

Subject: Thank you for understanding - I'm back

Dear team,

I wanted to reach out personally to apologize and explain my delayed return from vacation. What was supposed to be a relaxing break turned into a challenging situation when [personal situation arose].

I know my absence put extra pressure on all of you, and I can't express how grateful I am for the way you stepped up to cover my responsibilities. It means the world to me to work with such understanding and supportive colleagues.

I'm back now and ready to jump in wherever needed. I'll be reviewing everything that happened while I was away and will make sure to properly thank each of you for your specific contributions.

Please know that I don't take your support for granted, and I'm committed to being here for you all when you need it.

With sincere appreciation,

[Your Name]

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