

Brief Professional Email for Minor Delay

Subject: Apology for Late Return - [Your Name]

Dear [Manager Name],

I apologize for my delayed return to work today. My flight was cancelled yesterday due to weather conditions, and I was unable to secure alternative travel until this morning.

I am now back and available for any urgent matters that may require my attention. I will be staying late today to catch up on any missed communications and tasks.

Thank you for your understanding.

Best regards,

[Your Name]

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