

## Excuse Letter for Not Attending Company Outing

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. I am writing to express my sincere regrets for not being able to attend the company outing scheduled for [Date] at [Location]. I apologize for any inconvenience caused by my absence and would like to provide a valid explanation for my inability to attend the event.

Unfortunately, due to unforeseen circumstances, I am facing a family emergency that requires my immediate attention and presence. It is an urgent matter that cannot be postponed or delegated to someone else. I deeply regret that it coincides with the company outing, as I was eagerly looking forward to participating in the team-building activities and strengthening the bonds with my colleagues.

I understand the significance of such events in fostering a positive work environment and team spirit within the company. I highly value the opportunities they provide to interact with fellow employees outside of the typical work setting, as it helps to build camaraderie and enhance collaboration.

Therefore, I genuinely regret not being able to participate.

I assure you that I have made every effort to rearrange my personal commitments to accommodate the company outing, but unfortunately, the circumstances are beyond my control. I have already informed my immediate supervisor, who is aware of the situation and has granted me the necessary time off to attend to the emergency.

I understand that my absence may impact the overall attendance count and the logistics involved in organizing the event. I sincerely apologize for any inconvenience or additional burden this may cause for the planning committee or any other individuals involved in the event's coordination.

Please know that my absence is genuinely unavoidable, and I am committed to making up for it upon my return.

If there are any specific tasks or responsibilities assigned to me in relation to the company outing, please let me know, and I will be more than happy to assist remotely or delegate them to a qualified

colleague in my absence.

I genuinely appreciate your understanding and consideration in this matter. I value my position in the company and the relationships I have built with my colleagues, and I look forward to participating in future events and contributing to the team's success.

Thank you for your understanding, and please extend my apologies to the organizing committee and my fellow team members. Should you require any further information or documentation regarding my absence, please do not hesitate to contact me.

Yours sincerely,

[Your Name]