

Formal excuse for missing company outing

Subject: Apology for Not Attending Company Outing

Dear [Manager/Supervisor Name],

I am writing to inform you that, unfortunately, I will be unable to attend the upcoming company outing scheduled on [Date]. Due to [reason: prior commitment, personal matters, or health-related issue], I am unable to participate in this event.

I sincerely apologize for any inconvenience my absence may cause and hope to join the next company gathering. I appreciate your understanding in this matter.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Department]

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