

Casual email for missing outing

Hi [Manager/Supervisor Name],

I hope you're doing well! I just wanted to let you know that I won't be able to make it to the company outing on [Date] because of [reason, e.g., a personal commitment]. I'm really bummed to miss out on the fun and team bonding.

Thanks for understanding, and I hope everyone has a great time!

Best,

[Your Name]

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