

Heartfelt apology for company outing

Subject: Regret for Missing Company Outing

Dear [Manager/Supervisor Name],

I am truly sorry to inform you that I will not be able to attend the company outing scheduled for [Date]. Unfortunately, [reason: family emergency, illness, unavoidable commitment] prevents me from participating.

I deeply value these team events and regret missing the opportunity to connect with my colleagues.

I hope to make up for it in future gatherings and sincerely apologize for any disruption this may cause.

Warm regards,

[Your Name]

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