

Letter of Excusal from Company Outing

Date: [Insert Date]

To: [Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally excuse myself from the upcoming company outing scheduled for [Date of Outing]. Unfortunately, due to [brief reason for absence, e.g., a prior commitment, personal obligations], I will not be able to attend.

I appreciate the efforts put into organizing this event and I regret missing out on the opportunity to connect with the team. Please keep me in the loop for future outings, as I would love to participate.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]