

[Your Name]
[Your Position]
[Your Department]
[Date]

[HR Manager's Name]
Human Resources
[Company Name]

Dear [HR Manager's Name],

I am writing to formally notify you that I will be unable to attend the upcoming work event scheduled for [Event Date] due to [reason for non-attendance]. I regret missing this opportunity to engage with my colleagues and participate in the event.

Please let me know if there are any items that require my attention or follow-up as a result of my absence.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Contact Information]