

Apology for Lack of Attendance

Dear [Team/Manager's Name],

I hope this message finds you well. I am writing to sincerely apologize for my recent lack of attendance at team events. I understand that these gatherings are essential for fostering teamwork and collaboration.

Unfortunately, [brief explanation of the reason for absence, e.g., personal commitments, health issues]. I take full responsibility for not being able to be there and assure you that I value our team and the moments we share together.

Moving forward, I will make it a priority to manage my schedule more effectively to ensure that I am present at future events. I appreciate your understanding, and I look forward to contributing more actively to our team.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]