

Apology Letter for Unexplained Absences

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to sincerely apologize for my unexplained absences from work on [insert dates]. I understand that my lack of communication may have caused disruptions to the team's workflow and for that, I am truly sorry.

There were personal circumstances that required my immediate attention, and I did not communicate these effectively. I take full responsibility for not keeping you informed and I assure you that it was not my intention to neglect my duties.

I value my position at [Company's Name] and am committed to improving my communication in the future. I appreciate your understanding and support during this time, and I am determined to regain your trust.

Thank you for considering my apology. I look forward to continuing to contribute positively to the team.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]