

Subject: Sincere Apology for Unexpected Absence

Dear [Manager's Name],

I hope this message finds you well. I am writing to sincerely apologize for my unexpected absence from work on [Date]. I understand that my absence may have caused inconvenience for the team and I deeply regret any disruption it may have caused.

The reason for my absence was [brief explanation of the reason, e.g., a sudden illness or family emergency]. I did not anticipate that this would occur and I appreciate your understanding during this challenging time.

I am committed to making up for any missed work and ensuring that my responsibilities are fulfilled. Thank you for your support and understanding.

Once again, I apologize for any trouble my absence may have caused and I look forward to returning to work and contributing positively to the team.

Sincerely,

[Your Name]

[Your Job Title]