

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to sincerely apologize for my recent poor attendance at work. I understand the impact that my absences may have had on the team and the organization as a whole.

Due to [brief explanation of circumstances, e.g., personal issues, health problems], I was unable to maintain consistent attendance. I take full responsibility for this and assure you it was not my intention to disrupt the workflow or let down my colleagues.

I am committed to improving my attendance moving forward and have taken the necessary steps to ensure that I manage my circumstances more effectively. I value my position at [Company's Name] and am dedicated to contributing positively to our team.

Thank you for your understanding and support during this time. I appreciate the opportunity to continue working and growing within [Company's Name].

Sincerely,

[Your Name]