

Subject: Apology for Missing Team Meeting

Dear Team,

I hope this message finds you well. I am writing to sincerely apologize for missing the team meeting on [Date]. I understand the importance of these meetings for our collaboration and decision-making process.

Unfortunately, [brief explanation of reason for absence, e.g., I had a personal emergency that required my immediate attention]. I deeply regret any disruption my absence may have caused and assure you it was not my intention to miss out on valuable discussions.

I have reviewed the meeting notes and would like to schedule a time to discuss any points I may have missed, as well as how I can contribute moving forward.

Thank you for your understanding, and I appreciate your support. I look forward to re-engaging with all of you and continuing to work together.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]