

Apology Letter for Not Joining Team Discussion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Apology for Missing Team Discussion

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for not being able to join the team discussion held on [Insert Date]. I regret that I could not contribute to the conversation and missed the opportunity to engage with the team.

The reason for my absence was [brief explanation, e.g., a scheduling conflict or personal matter]. I understand that my participation is important, and I take full responsibility for not being there.

I value our team and the work we do together. If possible, I would appreciate any insights or highlights from the discussion to help me stay informed. I assure you that I will make every effort to attend future meetings.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]