

Excuse for Absence

Date: [Insert Date]

To: [Team Leader/Manager's Name]

From: [Your Name]

Subject: Apology for Missing Team Meeting

Dear [Team Leader/Manager's Name],

I hope this message finds you well. I am writing to formally apologize for my absence at the team meeting held on [Insert Date]. Unfortunately, [brief reason for absence, e.g., I was unwell / I had a prior commitment].

I value our team discussions and would appreciate any updates or notes from the meeting to ensure I am aligned with the team's objectives.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]