

Dear Team,

I hope this message finds you well. I am writing to express my sincere regret for my absence during the recent team discussion held on [Date]. Unfortunately, due to [brief reason for absence], I was unable to attend.

I understand the importance of these discussions and I value the input and collaboration of each team member. I assure you that I will review the meeting notes and reach out to my colleagues to catch up on what I missed.

Thank you for your understanding, and I look forward to contributing to our future discussions.

Best regards,
[Your Name]
[Your Position]