

Dear [Team/Manager's Name],

I hope this message finds you well. I am writing to express my sincere regret for not being able to attend the team meeting scheduled on [date]. Due to [reason for absence], I was unable to participate and contribute to our discussions.

I understand the importance of such meetings in fostering collaboration and teamwork, and I truly value the input and insights shared by every team member. I assure you that I will review the meeting notes and connect with colleagues to catch up on what I missed.

Thank you for your understanding. I look forward to staying engaged and contributing to our team's success.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]