

Letter of Remorse for Absence

Date: [Insert Date]

Dear Team,

I hope this message finds you well. I am writing to express my sincere apologies for my absence from the recent team gathering. I deeply regret not being able to join you all and contribute to the discussions and bonding that took place.

Unfortunately, [briefly explain reason for absence, e.g., unforeseen circumstances, personal issues], which prevented me from being with the team. I understand the importance of our gatherings in fostering teamwork and collaboration, and I deeply value the connections we have.

Moving forward, I am committed to making it up to the team. I would love to catch up and hear about the highlights of the gathering. Please let me know if there is a convenient time for us to connect.

Thank you for your understanding, and I look forward to being present in our future meetings.

Warm regards,

[Your Name]

[Your Position]