

Apology for Missing Team Meeting

Date: [Insert Date]

Dear [Team/Manager's Name],

I hope this message finds you well. I am writing to sincerely apologize for not being able to attend the team meeting on [insert date]. I regret any inconvenience my absence may have caused.

Unfortunately, [brief explanation of the reason for absence, e.g., "I had a prior commitment that I could not reschedule"]. I understand the importance of these meetings for team collaboration and communication, and I assure you that this was not my intention.

I have taken steps to catch up on what I missed and will reach out to colleagues to ensure I am updated on the discussions and decisions made during the meeting.

Thank you for your understanding, and I appreciate your support. I look forward to continuing to contribute to our team's success.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]