

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Manager's Position]
[Company Name]

Dear [Manager's Name],

I am writing to formally apologize for my tardiness on [specific date(s)]. I understand that being late can disrupt the workflow and impact my team's productivity, and I sincerely regret any inconvenience my actions may have caused.

The reason for my lateness was [brief explanation of the circumstances]. I acknowledge that this is not an excuse and am committed to ensuring it does not happen again.

I value my role at [Company Name] and appreciate the understanding and support from you and the team. I assure you that I am taking steps to improve my punctuality going forward.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]