

Dear [Colleague's Name],

I hope this message finds you well. I wanted to take a moment to reach out and sincerely apologize for not being able to support you during [specific situation or project]. I realize that my absence may have added to your stress, and I'm truly sorry for not being there when you needed help.

You have always been a great team player, and it was never my intention to let you down. I understand how important teamwork is, and I appreciate all the hard work you put into the project. I promise to be more present and supportive in the future.

Thank you for your understanding, and I look forward to working together more effectively going forward. If there's anything I can do to assist you now or in the future, please let me know.

Best regards,
[Your Name]