

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my sincere apologies for not being able to attend the staff meeting on [Date]. Unfortunately, [brief explanation of reason, e.g., an unforeseen circumstance or personal matter] prevented me from joining.

I understand the importance of these meetings in keeping our team aligned and informed, and I regret any inconvenience my absence may have caused. I have already reached out to colleagues to catch up on what I missed and will ensure I stay updated on any important decisions taken during the meeting.

Thank you for your understanding, and I appreciate your support. I will make every effort to attend future meetings.

Sincerely,

[Your Name]

[Your Position]