

Subject: Late Start Notification

Dear Team,

I hope this message finds you well. I would like to inform you that I will be starting my workday late tomorrow due to an external engagement that requires my attendance.

I expect to be in the office by 10:30 AM and will ensure to catch up on any missed communications as soon as I arrive. Please feel free to reach out via email if you need anything urgent in my absence.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]