

Date: [Insert Date]

To: [Department Head's Name]

From: [Your Name]

Subject: Notification of Tardiness

Dear [Department Head's Name],

I hope this message finds you well. I am writing to inform you that I will be arriving late to the office on [insert date]. This delay is due to [briefly explain the reason, e.g., a medical appointment, a family commitment, etc.].

I understand the importance of being punctual, especially in light of our upcoming obligations and projects. I assure you that I will make every effort to minimize the delay and stay on track with my responsibilities.

Thank you for your understanding. Please feel free to reach out if you need any immediate assistance during my absence.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]