

Employee Apology Letter for Missing Meeting

[Your Name]
[Your Position]
[Department]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]

Dear [Recipient's Name],

I am writing to sincerely apologize for my absence from the meeting scheduled on [meeting date and time]. I understand the importance of our meetings and the inconvenience my absence may have caused to you and the rest of the team.

Unfortunately, I was unable to attend due to [briefly state the reason-e.g., a personal emergency, unforeseen circumstances, or technical difficulties]. I made every effort to resolve the situation in time, but regrettably, I was unable to do so.

Please know that missing the meeting was not intentional, and I am committed to staying updated on what was discussed. I have already reached out to colleagues for notes and summaries to ensure I am informed and able to contribute effectively to ongoing projects.

Once again, I apologize for any inconvenience this may have caused. Please let me know if there are any specific areas where my input is required or if there are follow-up tasks I need to prioritize.

Thank you very much for your understanding.

Sincerely,
[Your Name]