

Date: [Insert Date]

To,
[Boss's Name]
[Position/Title]
[Company/Organization Name]

Subject: Apology for Missing Important Team Meeting Due to Illness

Dear [Boss's Name],

I am writing to sincerely apologize for my absence from the important team meeting held on [meeting date]. Unfortunately, I was unwell due to [brief mention of illness, e.g., a sudden bout of flu] and was unable to attend or notify you sooner.

I understand that my absence may have caused inconvenience to the team, especially given the significance of the topics discussed. Please know that it was never my intention to disregard the importance of our meeting or the efforts of the team.

I have already reached out to my colleagues to catch up on the key points and decisions made during the meeting. I am fully committed to staying informed and making up for any missed responsibilities. If there are specific tasks or follow-ups that require my immediate attention, please let me know, and I will prioritize them accordingly.

Once again, I apologize for any disruption my absence may have caused. Thank you for your understanding and support. I value the team's time and efforts and will strive to prevent such occurrences in the future.

Sincerely,
[Your Name]
[Your Position]