

Date: [Insert Date]

To,  
[Manager's Name]  
[Manager's Designation]  
[Company Name]

Subject: Apology for Breaching Company Attendance Policy

Dear [Manager's Name],

I am writing this letter to formally apologize for breaching the company's attendance policy. I sincerely regret my failure to adhere to the established rules regarding attendance and understand the significance of punctuality and reliability in maintaining workplace discipline.

I acknowledge that my recent absences/tardiness have caused inconvenience to the team and have not reflected the standards expected at [Company Name]. I accept full responsibility for my actions and the impact they may have had on work schedules and team productivity.

Please be assured that I am taking this matter very seriously. I have reflected on my actions and have taken concrete steps to ensure that this situation does not occur again. Moving forward, I am committed to adhering strictly to the company's attendance policy and demonstrating greater accountability and reliability in my role.

I value the trust that management places in me and I want to restore your confidence in my professionalism. Thank you for your understanding, and I appreciate your consideration of my apology.

Sincerely,  
[Your Name]  
[Your Designation]  
[Department Name]