

Apology Letter for Absence from Work After Unplanned Leave

[Your Name]

[Your Position]

[Department, if applicable]

[Company Name]

[Date]

Dear [Supervisor/Manager's Name],

I am writing to sincerely apologize for my unexpected absence from work on [date(s) of absence]. I understand that my sudden leave may have caused inconvenience to you and the team, and I take full responsibility for not notifying you in advance.

The absence occurred due to [brief reason, e.g., a medical emergency/personal matter], which required my immediate attention and made it impossible for me to inform you beforehand. I deeply regret any disruption my absence may have caused to the workflow and assure you this was unintentional.

I am committed to making up for the lost time and ensuring my work is up to date. If there are any additional tasks or responsibilities I can take on to help the team, please let me know. Moving forward, I will make every effort to provide timely notice should an emergency arise again.

Thank you for your understanding and support. I value my position and am dedicated to maintaining the standards expected by [Company Name].

Sincerely,

[Your Name]