

Sample Apology Letter for Absence at Retirement Function

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Date]

[Retiree's Name]

[Retiree's Address or Office/Department]

[City, State ZIP Code]

Dear [Retiree's Name],

I hope this message finds you in good spirits. I am writing to express my sincere apologies for not being able to attend your retirement function scheduled for [date of function]. Unfortunately, [briefly state reason for absence, e.g., due to prior commitments/unexpected circumstances], I will not be able to join in the celebration.

Your retirement marks a significant milestone, and I regret missing the chance to honor the remarkable contributions you have made over the years. Your dedication, professionalism, and unwavering commitment have had a profound and lasting impact on the organization and everyone who has had the privilege of working with you.

Though I am unable to be there in person, please accept my heartfelt appreciation and best wishes as you embark on this exciting new chapter. May your retirement be filled with happiness, good health, and all the joys you richly deserve.

Once again, I apologize for my absence and hope we can catch up soon to celebrate your achievements in person.

Warm regards,

[Your Name]