

Apology Letter with Travel Explanation for Absence from Office

Date: [Insert Date]

To,
[Supervisor/Manager's Name]
[Designation]
[Department/Office Name]

Subject: Apology for Absence from Office Due to Travel

Dear [Supervisor/Manager's Name],

I am writing to formally apologize for my absence from the office on [insert date(s) of absence]. I understand that my absence may have caused inconvenience to you and the team, and I sincerely regret any disruption or difficulty it may have brought about.

The reason for my absence was due to [briefly explain the travel reason, e.g., "a sudden personal emergency that required urgent travel to my hometown" OR "a pre-scheduled business trip that experienced unavoidable delays"]. I understand the importance of notifying the team in a timely manner, and I regret that the circumstances did not allow me to inform you earlier/properly.

I assure you that I am committed to making up for any missed work and will do my utmost to ensure all pending responsibilities are addressed promptly. I have already started coordinating with my colleagues to catch up on ongoing projects and tasks, and I am available to provide support as needed.

Once again, I apologize for any inconvenience and appreciate your understanding regarding my situation. Please let me know if there are any further steps I can take to rectify the situation or assist the team.

Thank you for your consideration.

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