

Apology Letter for Absence from Work Due to Mental Health

[Date]

[Manager's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally apologize for my recent absence from work on [date(s)] due to mental health reasons. I recognize that my absence may have caused inconvenience to you and the team, and I sincerely regret any disruption this has caused to our workflow and projects.

I want to assure you that my decision to take time away was necessary for my health and wellbeing. Taking this time has helped me address my mental health challenges, and I am committed to returning to work with renewed energy and focus. I deeply value my responsibilities and am dedicated to making a smooth transition back and contributing positively to the team.

I appreciate your understanding and support during this time. If needed, I am happy to discuss a plan for my workload or any accommodations that could assist me in maintaining my productivity and well-being moving forward.

Thank you for your consideration and compassion. Please let me know if further information is required or if there are steps I should take to make up for my absence.

Sincerely,

[Your Name]

[Your Position]