

# Apology Letter for Absenteeism with Commitment to Regular Attendance

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position/Title]

[Company/School Name]

[Company/School Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for my recent absences from [work/school] on [specific dates or time period, if applicable]. I understand that regular attendance is crucial and my lack of presence may have caused inconvenience to you and the team, as well as disrupted daily operations.

The reasons for my absenteeism were [briefly explain the reason, e.g., health issues, family emergency, personal matters]. I realize that, regardless of the reasons, it is my responsibility to ensure open communication and minimize any disruption my absence may have caused.

Please accept my sincere apologies for failing to meet attendance expectations and for any extra burden this may have placed on colleagues or fellow students. I am committed to making positive changes to ensure that this does not happen in the future.

Moving forward, I promise to prioritize and maintain consistent attendance. I will implement necessary measures, such as [mention any actions you plan to take, e.g., better time management, advance notice in unavoidable cases], to fulfill my commitments reliably.

Thank you for your understanding and for giving me the opportunity to address this issue. I deeply value my place in [the team/your class] and am dedicated to regaining your trust and confidence through improved reliability and punctuality.

Please let me know if there is anything further I can do to make amends or support the team during this time.

Sincerely,

[Your Name]