

Apology Letter for Absence with Explanation Due to Illness

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Their Position/Title, if applicable]

[Company/School Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to sincerely apologize for my absence from [work/school] on [specific date(s)]. The reason for my absence was that I was unwell due to [brief description of illness, e.g., a severe flu/fever/medical condition], which required me to rest and recover under medical supervision.

I understand that my sudden absence may have caused inconvenience and disruption to the regular schedule, and I am truly sorry for any difficulties this may have created for you and the team. Please be assured that my absence was unavoidable and that I have taken all necessary measures to recover and prevent any recurrence.

I am now feeling better and ready to resume my responsibilities. If there are any tasks I missed or actions I should take to catch up, please let me know and I will address them promptly.

Thank you very much for your understanding and support during this time. I appreciate your consideration and am committed to making up for the lost time.

Sincerely,

[Your Name]