

Apology Letter for Missing Deadline Due to Illness (with Corrective Action) - Sample

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to sincerely apologize for missing the deadline for [Project/Task Name], originally due on [Original Deadline Date]. Unfortunately, I was unable to complete the work on time due to an unexpected illness that required me to take time off to recover.

I understand the importance of meeting deadlines and the impact that my delay may have had on the overall workflow and the team. Please know that I take full responsibility for this situation.

As part of my corrective action, I have already resumed work on the project and reevaluated my schedule to ensure completion as soon as possible. I expect to have the final deliverables ready by [New Completion Date]. Additionally, I am prioritizing this task and working extra hours to make up for the lost time. I am also keeping [Manager/Supervisor/Team] regularly updated on my progress to avoid any further delays.

Once again, I deeply apologize for any inconvenience this may have caused and appreciate your understanding and support during this time. Please let me know if there is anything else I can do to mitigate the impact of this delay.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position/Department]

[Your Contact Information]