

# Apology Letter for Absence from Work Due to Personal Illness

Date: [Insert Date]

To,  
[Supervisor/Manager's Name]  
[Company Name]  
[Company Address]

Dear [Supervisor/Manager's Name],

I am writing to formally apologize for my absence from work on [insert dates of absence] due to a personal illness. Unfortunately, my health condition required me to rest and seek necessary medical attention, which made it impossible for me to fulfill my work responsibilities during this period.

I sincerely regret any inconvenience my absence may have caused to you and the team. Please rest assured that I am committed to staying updated on all missed tasks and making up for any lost productivity as soon as I am able to return. If there are any urgent matters that require my attention or additional documentation needed, please let me know and I will address them promptly.

Thank you very much for your understanding and support during this time. I look forward to resuming my duties and contributing positively to the team once I have fully recovered.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]