

Apology Letter for Absence from Work Due to Sudden Childcare Needs

[Your Name]

[Your Position/Department]

[Date]

[Supervisor's Name]

[Company/Organization Name]

Dear [Supervisor's Name],

I am writing to sincerely apologize for my unexpected absence from work on [date(s)] due to sudden and unforeseen childcare needs. An urgent situation arose with my child that required my immediate attention and made it impossible for me to attend work or notify you ahead of time as I normally would.

I fully understand the inconvenience my absence may have caused the team and want to express my deep regret for any disruption this may have led to. Please be assured that I am committed to fulfilling my work responsibilities and have already taken steps to ensure my tasks are up to date. I will make every effort to prevent similar occurrences in the future.

I appreciate your understanding and support during unexpected family emergencies. If further information is required, or if you would like to discuss this matter, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Your Name]