

Apology Letter To Boss For Uninformed Leave

To,
Jeanette Sharpe
The Manager
Ap #364-2006 Ipsum Avenue
Wilmington Ohio 91750
(711) 993-5187

Dear Jeanette Sharpe,

This is to apologize to you as I didn't inform you in advance for being absent on 28 Dec '18. I just could not get the chance to inform you that I won't be able to come to the office. It was a sudden emergency as my grandfather had a stroke and he was rushed to the hospital immediately. Unfortunately, it was an important day and my sudden absence is hard to accept.

But, please consider my situation and grant me forgiveness. I shall be very obliged to you. I sincerely assure you that I will always inform you if something like this happens again.

Thanking you.

Sincerely,
Rigel Koch
P.O. Box 558 9561 Lacus. Road
Laughlin Hawaii 99602
(725) 342-0650

