

Apology Letter Sample for Absence

To,
The General Manager,
Diva Pvt. Ltd.
[Write name of city/ Location]

Dated: *****

Dear Sir/ Ma'am,
The purpose of writing this letter is actually to ask for your apology as I couldn't come to work since last threedays. My health is not well and I am not able to come for work. Some of my reports suggest rest and that is why I didn't come and also because of the effects of medicine,it is very difficult for me to come and join work.

I am extremely grateful to have a boss like you who understands the situation. I will be joining back as soon as I recover myself. I hope that you would understand.

Thank you.
With Regards,
POI [Write your Name]

