

Apology Letter for Absence From Work Without Notice

To,
The Research Scientist,
R & D, XYZ Ltd.
[Write location of workplace]

Dated: *****

Dear Sir/ Ma'am,
I am writing this letter to ask for your apology as I was absent for the last two days and that too without notice. I sincerely apologize for being irresponsible and showed unprofessional attitude at my work place. I accept that I must have informed before being absent and create a huddle here.

Please accept my apology and forgive me. I promise that I will not disappoint you any further. I sincerely regret my attitude at work.

I hope to hear from you.

Thanking you.

With regards,
[Write your Name]

