



Bhagirath Gajera <gajera.bhagirath@gmail.com>

Apology for Unplanned Leave

Bhagirath Gajera <gajera.bhagirath@gmail.com>

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Draft To: vrushtiad@gmail.com

Dear Sir,

I hope everything is fine. I am writing to sincerely apologize for my recent unexpected absence from my work on 11-Feb-2025 due to a family emergency. Unfortunately, the situation required my attention, and I was unable to inform you in advance.

I understand the impact of my absence, and I deeply regret any inconvenience caused to the workflow. I will make every effort to catch my missed work and ensure that everything is back on track as soon as possible.

Thank you for understanding me in my difficult time, and please let me know if there's anything I can do make up for my absence.

Thank You,
Bhagirath Gajera
Graphic Designer