

Subject: Apology for Uninformed Leave

Dear sir,

I hope this message finds you well. I am writing to sincerely apologize for my absence on Monday due to a sudden illness. Unfortunately, I was not in a condition to inform you in advance, and I regret any inconvenience my absence may have caused to the team and our ongoing projects.

I understand the importance of communication and assure you that I will make every effort to prevent this from happening in the future. I appreciate your understanding and support during this time.

Thank you for your consideration.

Best regards,

Jeet Bavarva

Assistant manager

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