

Okalo Primary Health Center

Igueben LGA

Edo State.

1st March, 2025.

Office of the MOH/PHC

Igueben LGA Health Authority.

Through

The Acting YC

Okalo Primary Health Center.

APLOGY LETTER FOR ABSENCE AND NEGLECT OF DUTY

Dear Sir/Ma,

I am writing to express my deepest regret and sincerest apologies for my unacceptable behavior earlier yesterday. My absence and neglect of duty not only compromised the care of our patients but also let down the face of the entire Health Facility.

I understand the gravity of my mistake and the consequences that may follow. However, I humbly request that you consider not expelling me from the facility. I have learned from my mistake and am willing to make amends.

I also request that you do not consider giving me an extension of my service duration because I am willing to work hard to regain the trust of my result oriented Matron and the facility. An extension would not only be a financial burden but also hinder my future prospects.

I have reflected on my actions and have identified areas for improvement. I am committed to providing quality care to our patients and to upholding the highest standards of professionalism. If I act contrary, I accept that I will face the consequences and accept any punishment in good faith.

Thank you for considering my apology and my requests.

Yours faithfully,

Asoegwu Ijemo Blessing

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