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DR. LUCIA M. SANTOS

Dean, College of Home Economics
Western Mindanao State University
Excuse Letter for OJT Absences

Dear Dr. Santos,

Greetings of peace!

I deeply apologize for my repeated absences during my on-the-job training under the Hospitality Management Program. First, I missed duty because our rest-day schedule was changed and we were initially told we had a rest day, but later we were required to time in at 8:00 AM. By the time I saw the message to report to Astoria, I had already overslept, which is why I missed my shift. My second absence was due to a family emergency: my grandmother, who has stage-4 cancer, was in critical condition, and I was coordinating with my mother abroad and waiting for updates from the hospital in Sibugay. Third, I was physically exhausted after participating in a recent palaro, I sustained bruises and minor injuries, and I believed that coming to duty in that condition would inconvenience Astoria. Lastly, after the Chefs on Parade event, I was unable to clock in because I was extremely tired, had little sleep from our preparations, and had woken up very early for the competition. I felt that going to work in that state would only cause inconvenience to Astoria and to the supervisor.

I sincerely apologize for all my absences. If there is a possibility, I would like to make up for the incomplete hours. I remain fully committed to fulfilling my on-the-job training requirements and improving my attendance. I will do my best to avoid repeating the same mistakes. Thank you very much for your understanding and consideration.

Respectfully yours,

ASHLEY KYLE T. FERNANDEZ

Student's Signature over Printed Name

EZEKIEL O. FERNANDEZ

Parent's Signature over Printed Name