

To: hr@xyzcompany.com

CC: info@xyzcompany.com

Subject: Sincere Apology for Unnotified Leaves

Dear Mam,

I hope you are doing well, I am writing to sincerely apologize for taking three days of leave(1st,2nd, and 3rd July) without prior notice. I understand that my absence may have caused inconvenience to you and the team, and I deeply regret not informing you in advance.

Due to "a medical emergency at home", I was unable to communicate in a timely manner. I understand the importance of proper notice and team coordination, especially in a professional environment.

I take full responsibility for this lapse in communication and assure you that it will not happen again in the future.

Warm Regards,

Pradeep Khatri

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