**To:** [**hr@xyzcompany.com**](mailto:hr@xyzcompany.com)

**CC:** [**info@xyzcompany.com**](mailto: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

[+91-9828835749,

Pradeepkhatri44@live.com]