Date:

To [concerned HR personnel name]

**Subject:**Re: Show cause letter for absenteeism

This is in reply to the notice served to me for absenteeism. Recently, I have been undergoing some personal issues that have affected me deeply. I have been feeling depressed and agitated. My concentration on work has also been poor. On some days I feel extremely hopeless and cannot bring myself to work.

I understand my absenteeism is reflecting poorly on my evaluation. I hope to correct this soon. I have been visiting a therapist and am trying to recover. I will strive to be more punctual in the future.

Look forward to your cooperation.

Sincerely,

Ted Mason