To:

[Person’s Name]

Head of Human Resources,

ABC Company.

Dated: September 12, 2019

**Subject: *Apology for Absence from Work Without Prior Intimation***

Dear Sir/Madam,

This is to apologize for being absent from work on September 10, 2019 (Tuesday) without first informing my superiors or putting forward a leave request. On the morning of the mentioned date, I woke up with a severe headache and extreme dizziness. At first, I ignored it believing that a lack of sleep was the main cause. However, as I started getting ready for work, I felt a strong whirling sensation within my head and slipped.

My wife helped me up and I lay on the bed for a while intending to catch my bearings. But the next thing I remember is falling asleep for quite a few hours. By the time I woke up, it was well past midday. So, I called my supervisor Mr./Ms. [Name] to inform him/her about what had happened that morning.

I understand and regret the inconvenience that was caused by this sudden absence of mine. The work that was left pending has been taken care of during the past two days. I assure you that I will be more careful when it comes to timely informing the concerned folks about any potential days off in the future.

Once again, I regret the convenience caused and hope that this apology will be given due consideration.

Yours Sincerely,

[Signature]

[Name]

[Designation]