|  |
| --- |
| Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

This letter stands for my sheer confession for the obliviousness that I had indulged in for being absent from work without even letting you know by writing a letter or email. As I have always been recognized as an honest and professional employee so, I consider it my obligation to state the happenings which kept me from doing this earlier.

On my last working day when I went back home, I got the bad news of my grandfather’s sudden death which left me in shock giving me no time to think like a rational person since I had a huge emotional attachment with him. I booked the earliest first flight and went to my hometown where he used to reside to attend his funeral ceremonies.

After two days I realized my folly and felt thoroughly responsible for being so irrational. I at once contacted the manager and told him the reason but it was too late. So, I decided to write this explanation letter to you. I hope you will understand my situation and will give me a first and final fair chance to prove myself.

Regards!