**To:**

[Person’s Name]  
Senior Manager, Human Resources  
XYZ Company.

**Dated:** September 28, 2019

Subject: *Apology for Consecutive Absences*

Dear Sir/Madam,

I am writing to convey my deepest regret and apologize for being away from the office for four straight days; from September 17, 2019 (Tuesday) till September 20, 2019 (Friday). It was an unplanned absence and I had no intention of doing so at this critical time of the year.

However, as luck would have it, I woke up on the morning of September 17, 2019, with a severe headache. As I got out of bed to get ready for work, I started feeling very weak and dizzy. I ignored it at first, thinking that a quick shower would do away with the grogginess and bring back the usual agility. But that wasn’t the case.

At some point, I collapsed on my bedroom floor and had to be taken to the hospital where I stayed under observation for two days. That is why I could not inform my colleagues in time and regret all the inconvenience caused. I understand a significant work backlog has been created because of this sudden absence and rest assured that I started clearing it the moment I returned.

If need be, I will also be working overtime and through the coming weekend to get everything back to normal. Once again, all inconvenience caused to the company because of my absence is deeply regretted. I hope you will accept my apology.

Yours Sincerely,

[Signature]

[Name]

[Designation]