Date

Name

Address

Dear Ms. Jennifer,

This letter is being sent to you to apologize for my poor attendance over the six-month period of January-June, 2019.

Since last year, my grandfather was suffering from kidney issues and needed dialysis twice every week. Before, my father was living here in New Jersey, so he used to take my grandfather to the hospital. Then he got transferred to Maryland and the responsibility fell on my shoulders from January. I tried to inform the HR department, but they were not allowing 2 leaves in a week. However, I did not have any other option. Sadly, my grandfather did not survive and died in June 2019, and we went to bury him in our hometown. These are the reasons why my attendance is short since January.

I highly apologize for the inconvenience caused on my part. I hope you understand and accept my apology.

From now on, I will maintain my attendance to the maximum.

Regards,

Joe Green.