To

[Recipient Name]  
[Company Name]  
[Address]

Re. Excuse from Training

Dear Emily,

I have been a C-7 lecturer in your GCK Institute of Medical Sciences since 20XX. I have been serving in this institute for long and the time I spent in this institute has considerable importance and filled with great memories. I am glad to receive my job up-gradation letter on 20th April 20XX. I got my up-gradation from scale C-7 to C-8 and I am overtly delighted over that. Along with my up-gradation letter, I received a call letter for Induction Training Program which is starting from 25th April 20XX. I am sorry to inform you that I am unable to complete this Upgradation Induction Training Program.

I completely understand the vitality of this training program as it is important for official and professional fillings of the systematic up-gradation. The training program is for the effective and enhanced skills and methodology of teaching, interactive teaching, and other theories of learning. Emily, my wife is pregnant for 8 months and the upcoming days are crucial for her. As the venue of the training program is in California, I am unable to leave my home and wife alone here. It is sad that I cannot take up this training program as it keeps a significant position in my career. I am stuck with the responsibility of my wife.

I can join the training program in the next session which will be conducted in December 20XX. I hope you will excuse me from taking this training program in this session considering my compulsion to stay with my wife. I will be grateful to you for this kind favor.

Thank you in anticipation

Sincerely

Signature