To

[Recipient Name]  
[Company Name]  
[Address]

Re. Excuse from Taking HR Training Program

Dear Solloway,

I am an Assistant Human Resource Manager in your company since 20XX. I am working at this post for five years and have been really enjoying this job. Recently, on 20th April 20XX, I received an email from the Senior Manager of the company directing all of the Human Resource Department staff to make their presence sure at the conference hall C-0 of the JCL Head office in for one week Progressive Training.

I know the imperative vivacity and professional necessity of this training program but as you know that the training program is going to be held in Fresno, California which is much distant from my residence in Brooklyn. Solloway, I am a single parent having three kids under eighteen to take care of. I and my wife separated in 20XX and the court has given me the custody of kids. I am unable to leave my kids alone at home as they are too young to take care of themselves without vigilance and supervision of an elder.

Going through these circumstances, I put myself back and cannot be at the training program. I promise to keep up with the updates, video training programs, and other guidelines through documents and research papers.

I will be grateful if you give a kind relief and excuse me from taking up this training.

Thank you in anticipation

Sincerely

Signature