Date

To

[Recipient Nam]  
[Company Name]

Re. The excuse of Absence due to Insomnia

Dear Noah,

I heard that you have been very serious and upset about my absence on 10th March 20XX. This writing aims to explain to you my absence from the office from 2nd June 20XX to 3rd June 20XX. I did not come to the office as I realized that my productivity at work can be hindered by my mental condition due to long sleep deprivation. Sir, I am suffering from acute insomnia and I could not get up till next mid-day due to the consumption of medicines I took last night. I could not take calls or answer emails by the company that has put me into the place of guilt.

Sir, I am sorry for not reaching up to the company’s policy i.e. to inform the HR department about your absence. As I was in slumber and could not get up in time, I forgot to inform the department about my absence.

I am told that I have missed a lot of work in these two days which can bring losses to me and the department both. I promise you to make up the loss with the assistance of Mr. Ashok promised by him. I assure you to abide by the company’s policies in the future and take care of such matters.

I hope you will understand my position and pardon my absence. Thank you in anticipation.

Sincerely

Signature