Re. Excuse for Absence from Work

Dear James,

I hope you are doing great. I am sorry for not writing to you earlier as I was sick for the past three days. I could not write to the management informing about my absence. I am sorry for this negligence because it was not intentional rather it was my poor health that kept me from writing or even ringing in the office. I hope you will understand my impediment to the office and excuse my absence. I will make up the missed work as soon as possible.

Thank you.

Regards

Roman Alex  
The Assistant Manager,  
James Hilton Groups and CO.  
California, USA  
GHK Groups Dear Coley,

wordexceltemplates.com