To

[Name Here]  
[Designation]  
[Company Name]  
[Address]

Date:

Re. Justification and Explanation of the Late Attendance from 01-02-20XX   
  
Dear Helen,

I am Oliver Deck, the Assistant Finance Manager in the Docomolen Staffa Groups. I intend to explain the reasons behind my late attendance from 01-02-20XX. I received an email from the HR Manager asking me to write an explanation cum justification letter for the late attendance for more than a week. I have been coming to the office at 10:45 from the mentioned date.

Madam, my wife is pregnant for two months. Her first trimester is about to end, and the doctor has prescribed some strict precautions and suggested complete bed rest for at least two weeks. It has been suggested to her on certain grounds of complications she is having during her first trimester.

The first trimester always needs strict precautions and measures. I was late for these reasons as I had to manage several things at my place including my kids and their morning routines. Moreover, I cannot leave for the office until my wife’s nurse gets to my place to look after her. Therefore, I could not come to the office in time for the last few days.

I apologize for not informing you of this earlier. I request you to consider these reasons while evaluating my profile. I shall be grateful to you if you would be kind enough to consider my justification after reviewing the copies of prescriptions by the doctor of my wife.

You can contact me at [email] or call me at +1[X]. Thank you.

Regards

Oliver Deck  
Assistant Finance Manager  
Docomolen Staffa Groups  
560-C ninth floor, Sky Road Ambia, California, USA