Date:

To:

Name of the employer:

Company name:

**Subject: an explanation for tardiness due to transportation**

Respected sir,

I am writing this letter in response to the letter from the office of HR that I received yesterday. I have been asked to explain why I was late on the said date.

First, please accept my apologies for coming to the office late. I understand that things become very complex when employees don’t reach the workplace on time. I fully take responsibility for the inconvenience the company has faced because of me.

I was late because of severe congestion on the Express Road. This road is busy all the time but, on that day, there was some problem on the road. I had no intention to reach the office late. I even asked the driver to find an alternate way, but the van was badly stuck in the traffic. All the passengers in the van were worried.

I again apologize for coming to the workplace late. I hope that you will understand my situation. I assure you that this will not happen again as I have decided to leave the home 20 minutes earlier than usual so that I am never late even if the traffic is blocked.

Regards,

Name of the sender

Designation in the company

Signatures

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