Date:

To:

Name of the employer:

Company name:

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

Respected sir,

I am writing this letter to state that today I was late from office because of an illness. For the past few weeks, I have been suffering from morning sickness and due to this, I feel so down and tired in the morning. Today, I was feeling like throwing up. I could not even move my body.

When I woke up, I was feeling much better and therefore, I decided to get up and go to work. I could be absent from work, but I decided to gather courage and get back to work.

I know that coming to the office late is never acceptable and everyone is supposed to show up on time. However, I believe that after reading my explanation, you will understand what made me do that.

I am sorry for coming to the workplace late and putting everyone in trouble. I should have communicated my condition, but I was not in the position to contact anyone. I hope that you will understand my problem.

Regards,

Name of the sender

Designation in the company

Signatures

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