Date:

To:

Name of the employer:

Company name:

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

Respected sir,

I sincerely apologize for being late to work. I am writing this letter in response to the letter from the HR office in which I have been asked to write an explanation.

I was late to work yesterday because of a severe headache. I am a patient of migraine, but I never let them affect my work life. I never had a headache in the morning until yesterday. With this headache, I was unable to move and do anything. I tried a lot to get up and get ready for the office but all in vain.

I took my medicine and decided to sleep. After some time, I started to feel better. I decided to come to the office because I was worried about the work that I had to submit.

I am a responsible person who is always worried about meeting deadlines, submitting his work, and living up to the expectations of my supervisor. You can check my attendance; I have never been late to work.  I value my time and respect the policies of the company regarding adherence to office timing.

Thank you so much for giving me a chance to clear my position. I hope that you will understand my situation after this letter. Moreover, I will try that this does not happen again.

Regards,

Name of the sender

Designation in the company

Signatures

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