Date:

Employer’s name  
Job designation:  
Company’s name:

**Subject: Explanation letter for showing carelessness**

Respected sir,

With due respect, I am writing this letter to give you an explanation as to why I have been negligent in my duties for the last couple of days. I know that I was not performing up to the mark and this has disappointed you a lot. However, I would like to let you know that I was so stressed out in the last few days due to the health of my father.

 My father was diagnosed with cancer, and I had to admit him to the hospital. There is no one to take care of him and therefore, I had to be with him all the time. Due to this, I was often late for work. I was also not completing the work that I was talking to home for completion. Since I was not paying attention to anything, I have seen that my health is also declining. I always keep thinking about my mother and this has affected my work life. I am working hard to get my life on track and start focusing on balancing my work and personal life.

I assure you that within a few days, you will see improvement in my work performance. Please pardon me for the negligence that I have shown. I assure you I will never disappoint you once I am back on track.

[Your Name]  
[Department Name]  
[Company Name]