Date:

To: Recipient’s name

From: Sender’s name

Company’s name:

Subject: explanation letter on being absent

Respected Sir,

With due respect, it is stated that I was unable to attend office for the last 3 days from 15th March to 18th March 2022. I did not send any leave applications.

because of the emergency. My mother had a cardiac arrest on 14th March, and I had to take her to hospital. I came to know that her condition was critical, and she had to be taken to the intensive care unit. I was so worried and panicked that I did not charge my phone due to which, no one from the company could reach me.

It was a very difficult time for me and completely impossible for me to come to work. I apologize for being absent without informing you. I never intended to do that. You can check my track record and my attendance. I never skipped work without informing anyone.

I hope that you will understand my situation and forgive me for being absent without informing. If you want to know about it, contact me or organize a meeting with me.

Regards,

Name of the sender

Signatures

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