horizontal line

**Explanation Letter for Absent**

**Date: [Insert Date]**

**From:  
[Your Name]  
[Your Position]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]**

**To:  
[Supervisor's Name]  
[Supervisor's Position]  
[Company/Organization's Name]  
[Company/Organization's Address]  
[City, State, Zip Code]**

**Subject: Explanation of Absence on [Date(s) of Absence]**

**Dear [Supervisor's Name],**

**I am writing to explain my absence without prior notice on [date(s)]. Unfortunately, I was unable to inform you in advance due to [explain the reason, such as a medical emergency or unforeseen circumstances].**

**[Provide any relevant information or documentation, such as a medical certificate, if applicable.]**

**I understand the importance of communicating any absences in advance and apologize for any inconvenience caused. I am taking steps to ensure that this does not happen again in the future.**

**Thank you for your understanding.**

**Best regards,**

**[Your Full Name]  
[Your Signature (if sending a hard copy)]**