To,

[Name of Employer/Superior]

[Designation of Employer/Superior i.e., Manager or Director]

Date:

**Subject: Apology Letter to Boss for Late Coming**

Respected Sir/Madam,

Please accept my sincerest apology for coming late at the office as at [mention date]. I know you already warned me twice but you know that I had to take public transport in order to reach the office and as at the mentioned date, a huge traffic jam incurred due to which I got late from the work.

I know it is a very unprofessional behavior and I admit my fault. I know that due to my late coming, I missed the very important meeting of [mention the meeting] that was to be held at that day.

Once again I truly apologize for my unprofessional behavior and I assure you it will not happen again. I hope that you will understand my situation and will provide me a chance to correct my mistake.

Yours Sincerely,

[Sender Name]

[Sender Designation]