To,

[Name of Employer/Superior]

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

Date:

**Subject: Apology Letter to Boss for Absence without Notice**

Respected Sir/Madam,

Please accept my sincerest apology for being absent as at [mention date]. I know I could not even notify you about my sudden absence. The reason(s) for my absence was [state the reason(s) for your absence].

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

I, truly am, ashamed of my conduct but I hope that you will understand my situation and will provide me a chance to correct my mistake.

I assure you that the same will not happen again. Once again, please accept my apology.

Yours Truly,

[Sender Name]

[Sender Designation]