

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to address my recent absence from communication and participation at work. I realize that I haven't been as present as I would like to be, and I want to apologize for any confusion or concern this may have caused.

Life has thrown some unexpected challenges my way, and I needed time to reflect and regroup. I value my relationships with all my coworkers and appreciate your understanding during this period.

I am committed to re-engaging with the team and contributing positively moving forward. Thank you for your patience, and I look forward to reconnecting with everyone soon.

Best regards,

[Your Name]