Date: [XX-XX-XXXX]

Dear Mike,

HR Department,

I am writing this letter to you as I am ashamed and embarrassed by my act that I was asked to give an explanation about. As a matter of fact, I was caught taking naps during my duty hours a couple of times this month.

I would like to clear the true state of affairs by offering that I have had a rough month as my wife is going through her chemotherapy because of which I have to spend more time with my children and, a lot of time, stay up with my them at night. I have been sleep-deprived but could not get leaves because I have used all of my paid leaves already.

Nevertheless, I assure you it will not occur again as I have already planned to hire a babysitter for my children and a caregiver for my wife. I reckon my mistake and I am willing to learn from it.

I truly appreciate you not taking corrective action against me rather giving me an opportunity to explain my misdemeanor.

Sincerely,

[Your Name]  
[Designation]  
[Department]