[Company Name]  
[Address]  
[Contact/Text]

Re. Response to the Reprimanding Letter to Explain the Chronic Absence from the Work

Dear Sir,

I am penning this letter with reference to the reprimanding letter served to me on 12-02-20XX due to my chronic absence from the workplace. I have also been asked to write an explanation to the management giving ample detailed explanations to the unlikely act of long absence.

On 9th February 20XX, I was encountered with a robber while on my way to Stalk Grocers in New Jersey Union Bank Road. In this scenario, my phone was snatched, and I lost all my details related to the office and all the contacts synced with my phone ID.

During this robbery, while I resisted the robbers to get my phone back, I was injured due to the fight with them. The fight was not much furious for the police arrived in the meantime and protected me. The robbers ran away, and I was taken to the hospital for first aid. I was a little upset and shocked due to the unexpected dreadful incident.

Moreover, it took me three days to be able to go to the market and get a new phone and SIM card. It took me five consecutive days along with a weekend to get back to the office. On the very next day, I received the letter of reprimand asking me to answer the NTE. I hope the given details are ample to serve as an answer to the NTE.

I have attached all the required documents to screen the proof of the incident i.e., the copy of the first information report and medical certificate and statement from the medical superintendent. For more please write to me at [email].

I thank you in anticipation for considering and reviewing this.

Regards

Michael Swan  
Hegel Heights M-II Stocks  
B-1 Miller Road, New Jersey  
CA, USA