**To**

**[The Recipient Name]  
[Designation]**

**Re. Apology for Not Attending the Meeting on [DATE] Regarding Performance Improvement and Date Analysis**

Dear Sir,

I was seriously sick and therefore, I could not come to the office on [DATE]. In the previous few weeks, I have been working hard on three projects simultaneously and it has been very hectic at work for a long.

Due to overwork and the stressful situations in my personal life, my physical health could not withstand all the stressful situations at work and home. Amidst all this and catering to the bad health, I missed the significant and decisive meetings of office corners XCVG-X and the partners.

I am very upset at missing the important meeting as I had severe headache and body aches along with flu and bad throat. In the beginning, it was thought that I got COVID-19 and it can cause contaminations but later, it was proved wrong after my PCR-COMP and Coronavirus testing. As it has been evident that the sickness was caused by overstressing and not due to Covid, I shall be back to the office on [DATE].

I wholeheartedly apologize for not attending the meeting that was important for all the executives for the collective analysis of performance appraisals and financial data. Please accept my utmost apologies and respond to my letter. Thank you for reading this.

Best Regards  
[Name]  
[designation]  
[company]