**Date:**

**To**

**[The Recipient Name]  
[Address]**

**Re. An explanation for Being Late on [DATE]**

Dear Sir, I have been informed that you have peeved away by the fact that I have been late to the office for two consecutive days. So, I want to take this opportunity to explain the reason behind being late on [DATE] specifically as the same reason applied to the other day.

Moreover, I want to put here the dedication and devotion for work I have always shown and the intolerance of my late coming to the office by my supervisor and head of the department. The intolerance and unethical remarks have bereaved me and disappointed me to the extent that I was on the verge of resigning from my job.

Talking specifically about my late coming to the office, I want you to look at the attached medical certificate of my mother. The certificate demonstrates the disease my mother is suffering from. My mother has been suffering from Decompensated Liver Disorder (DCLD) and her liver is not functioning properly. Due to old age, she is unable to tolerate and survive a liver transplant.

Therefore, doctors have not expressed any positive or satisfactory remarks on her current health situation. It is to inform you that my mother was in a pathetic health situation for these two days, and she could not manage for herself. Moreover, her nurse was on leave for two days. During these two days, I was doing many things for her in the morning before leaving for work. Therefore, I was late for the mentioned days.

Problems are part of our life and so are our routines. It is never easy to maintain an idealistic schedule when you have an ill mother at home. Moreover, her deteriorating health has kept me under severe stress.

I shall be grateful if you kindly consider my explanation ample and refer to the supervisor and head of the department of the [NAME THE DEPARTMENT] to check into the employees' problems first and mind their remarks in case of emergencies. Thank you.

Regards.

[Your Name]