



EXPLANATION LETTER TO BOSS

Explanation Letter To Boss

[YOUR NAME]
[YOUR COMPANY ADDRESS]
[YOUR COMPANY NUMBER]
[YOUR EMAIL]

[DATE]

[RECIPIENTS NAME]
[RECIPIENTS COMPANY NAME]
[RECIPIENTS COMPANY ADDRESS]

Dear [RECIPIENTS NAME],

I hope this message finds you well. I am writing to explain a recent situation that occurred which I believe may necessitate your attention and understanding.

On [SPECIFIC DATE], an unforeseen situation arose that directly impacted my ability to [DESCRIBE THE SPECIFIC WORK-RELATED ACTIVITY], e.g., "complete the quarterly report on time". The circumstance [BRIEFLY EXPLAIN THE CIRCUMSTANCE], ensuring it remains neutral and factual, e.g., "involved a critical system outage that halted several ongoing projects, including mine".

I want to assure you that I took all possible measures to mitigate the impact of this event. [DESCRIBE THE ACTIONS YOU TOOK], e.g., "I contacted our IT department immediately and followed the necessary protocols to ensure the systems were restored as quickly as possible.". Despite these efforts, the delay was unavoidable.

I am fully aware of the importance of timeliness and reliability in our work and regret any inconvenience this may have caused. Going forward, I have implemented [MENTION ANY PREVENTATIVE MEASURES YOU ARE TAKING], e.g., "additional checks and balances in our system monitoring processes to catch such errors before they affect our workflow". I am committed to preventing a recurrence of this issue.

How To Write A Letter To Your Boss Sample

Michael Hoelscher



How To Write A Letter To Your Boss Sample:

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