**What to write in a message to excuse yourself if you will be late**

**TEXT MESSAGE**

*Good day Mr./Mrs. [supervisor’s last name]. This is [first and last name] writing to inform you that I will be late because [situation].*

**TEXT EXAMPLE**

*Good day Mrs. Smith. This is Joe Love writing to inform you that I will be late because a car tire blew out.*

**NOTE**: Remember to save the message or take a screenshot after sending it.

**E-MAIL**

**NOTE:** Don’t forget to complete the Subject line with your first and last name followed by the word “Tardiness.” For example, Jack Noble – Tardiness

*Good day Mr./Mrs. [ supervisor’s last name]:*

*I am writing to inform you that I will be late because [situation].*

*Sincerely,*

*First and last name*

**EMAIL EXAMPLE**

*Good day Mr. Acevedo:*

*I am writing to inform you that I will be late because the car broke down. I am waiting for an Uber to take me to work.*

*Sincerely,*

*Carmen Barron*

**EXAMPLES OF OTHER REASONABLE EXPLANATIONS FOR BEING LATE**

* The water heater blew and the house flooded.
* There is more traffic than usual because of a car accident.

**What to write in a message to excuse yourself if you will be ABSENT**

**TEXT MESSAGE**

*Good day Mr./Mrs. [supervisor’s last name]. This is [first and last name] writing to inform you that I will be absent because [situation].*

**TEXT EXAMPLE**

*Good day Mrs. Rivas. This is Joe Barret writing to inform you that I will be absent because I am sick and have a medical appointment.*

**NOTE**: Remember to save the message or take a screenshot after sending it.

**E-MAIL**

**NOTE:** Don’t forget to complete the Subject line with your first and last name followed by the word “Absence.” For example, Alba Serena – Absence.

*Good day Mr./Mrs. [supervisor’s last name]:*

*I am writing to inform you that I will be absent because [situation].*

*Sincerely,*

*First and last name*

**EMAIL EXAMPLE**

*Good day Mr. Acevedo:*

*I am writing to inform you that I will be absent because I am in the Emergency Room. I will keep you informed.*

*Sincerely,*

*John Chevalier*

**What to say in a phone call to excuse yourself if you will be late or ABSENT**

**If the supervisor answers the phone call**, say…

*Hello, this is [first and last name]. I am calling to let you know that I will be absent because [situation]. Thank you.*

**Example**

*Hello Mr. López. This is Ana Palante. I am calling to let you know that I will be absent because my son is hospitalized. Thank you.*

**If another person answers who is not your supervisor**, say…

*Hello, this is [first and last name]. Is Mr./Mrs. [supervisor’s last name] there?*

**Example**

*Hello, this is Rubén Estrella. Is Mr. Rodríguez there?*

**If the supervisor is available and gets on the phone**, say…

*Hello Mr. Rodríguez. This is Rubén Estrella and I am calling to let you know that I will be late because there is more traffic than usual because of a car accident.*

**If the supervisor is unavailable**, tell the person who answered the phone…

*Please tell my supervisor Mr./Mrs. [supervisor’s last name] that I will be late because [situation].*

At the end, ask…

* *To whom am I speaking to?* Write down the name of the person who attended you.

Day: Write down the day you made the call.

Time: Write down the time you made the call.

Or take a screenshot of the call information if using your mobile

**Example**

Once they say the supervisor is unavailable, say:

*Please tell my supervisor Mr. Rodríguez that I will be late because a car tire blew out and I am solving the situation.*

*To whom am I speaking to?* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Day: \_\_\_\_\_\_\_\_Time: \_\_\_\_\_\_\_\_

Remember to take a screenshot of the call information if using your mobile.