

Subject: Heartfelt Apologies for Missing the Celebration

Dear Team,

I hope this message finds you well. I am writing to express my sincere apologies for not being able to attend [Colleague's Name]'s retirement party. Due to unforeseen circumstances, I was unable to join you all in celebrating the incredible career and achievements of such a cherished colleague.

[Colleague's Name] has been an invaluable mentor and friend, and it saddens me to have missed the opportunity to honor their contributions and share in the joyous celebration. I have always admired their dedication and passion, and I am grateful for the impact they've had on both my professional and personal life.

Please extend my heartfelt congratulations to [Colleague's Name]. I wish them all the best as they embark on this new chapter of their life.

Looking forward to catching up soon and hearing all the wonderful stories from the celebration.

Warm regards,

[Your Name]