Reply to a Query - employee's sample (Nigeria)

REPLY TO QUERY

[Employee's full name], [Sales Assistant]

[15 November 2026]

To: [Manager's name, title], [Employer's business name]

RE: REPLY TO QUERY DATED [14 NOVEMBER 2026]

Dear [Sir/Madam],

I acknowledge receipt of your query dated [14 November 2026] concerning [my late resumption on 10 and 12 November 2026].

[On both mornings the bus I take from Ikorodu was held in traffic on Ikorodu Road after an accident at Ketu; I called the shop line at 8:10am on the 10th and sent a message on the 12th, and I reported to work as soon as I arrived. I accept that I should have informed you directly before 8:00am.]

I sincerely apologise for the lateness and for any inconvenience to the business. [I have now arranged to leave home 45 minutes earlier and will call the manager directly before 7:45am on any day I expect to be late.] I assure you that this will not happen again.

I remain committed to my work and respectfully ask that this explanation be taken into account.

Yours faithfully,

_____

[Employee's full name] - signature & date