

# Immediate Absence Notification

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]

Dear [Recipient's Name],

I am writing to formally notify you that I am unable to attend work/school due to [reason for absence, e.g., illness, personal emergency, etc.]. This absence is effective immediately and I expect to return on [expected return date, if known].

I apologize for any inconvenience this may cause and will ensure that my responsibilities are managed in my absence. Please let me know if you need any further information or if there are forms I should complete regarding my absence.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]