

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you that I am unable to attend work due to illness. I started experiencing symptoms on [start date of illness] and, after consulting with my healthcare provider, I have been advised to take time off to recover.

I anticipate returning to work on [return date]. I will keep you updated on my recovery progress and provide any necessary medical documentation upon my return.

Thank you for your understanding.

Sincerely,

[Your Name]