

Employee Absence Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Employee Name], holding the position of [Job Title] at [Company Name], was absent from work due to [reason for absence, e.g., illness, personal reasons] on [dates of absence].

We appreciate your understanding in this matter, and [Employee Name] will resume work on [return date].

If you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]