

Confirmation of Freelance Mental Health Day

Dear [Freelancer's Name],

We are writing to confirm your request for a mental health day on [Date]. Your well-being is important to us, and we fully support your decision to take this day to recharge and focus on your mental health.

Please ensure that any ongoing projects or deadlines are communicated to your team in advance to ensure a smooth workflow during your absence.

Thank you for your dedication to your work, and we look forward to your return, refreshed and ready to continue making great progress together.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]