

[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 formally notify you of my absence due to illness. I was unable to attend work from [start date] to [end date], and I have attached a doctor's note for your reference.

During my absence, I have ensured that all my responsibilities were handed over to [Colleague's Name] to minimize disruption to the team. I will do my best to catch up on any missed work upon my return.

Thank you for your understanding. If you need further information, please feel free to contact me.

Sincerely,

[Your Name]