

# Absence Notification

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company/Organization: [Company/Organization Name]

Dear [Recipient's Name],

I am writing to inform you of my absence due to health issues. Unfortunately, I have been unwell and unable to fulfill my duties at work. My doctor has advised that I take some time off to recover.

I expect to be away from work starting [Start Date] and plan to return on [Expected Return Date]. I will ensure that all my responsibilities are managed in my absence and will provide any necessary handover notes.

Thank you for your understanding. Please feel free to reach out if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]