

Excuse Letter for Missing Work Due to Illness

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally excuse my absence from work on [Insert Dates] due to illness. I was unable to perform my duties as I was experiencing [briefly describe the illness, e.g., fever, flu-like symptoms].

I appreciate your understanding in this matter, and I will ensure to keep you updated on my recovery.

Thank you for your support.

Sincerely,

[Your Name]