

Health-Related Absence Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally explain my recent absence from work due to health-related issues. On [Insert Date(s) of Absence], I was unable to attend due to [brief description of the health issue, e.g., illness, medical procedure, etc.].

I have consulted with my healthcare provider and am currently following their recommendations to ensure a full recovery. I anticipate being able to return to work on [Insert Expected Return Date].

Thank you for your understanding during this time. Please let me know if you need any further information or documentation regarding my absence.

Sincerely,

[Your Name]