

Notification of Work Absence

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally notify you of my absence from work due to a medical condition. I have been advised by my healthcare provider to take time off to focus on my recovery.

My anticipated absence will be from [Start Date] to [End Date]. I will ensure that any pending work is managed properly in my absence and will keep in touch regarding any important updates.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]