

Subject: Absence Due to Illness

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to inform you that I am unable to attend work due to illness. I started experiencing symptoms on [Date], and after consulting with my doctor, I have been advised to take time off to recover.

I expect to return to work on [Expected Return Date], but I will keep you updated on my condition. I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]