

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to inform you that I will be unable to attend work on [date] due to personal mental health reasons. I believe taking a day to focus on my wellbeing is essential for my productivity and overall health.

I appreciate your understanding and support regarding this matter. I will ensure that all my responsibilities are up to date before my absence and will check emails periodically. If needed, I will be happy to assist with any urgent matters remotely.

Thank you for your understanding.

Sincerely,  
[Your Name]