

Absence Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally authorize [Coworker's Name] to be absent from work due to medical reasons from [Start Date] to [End Date]. During this time, I assure you that all responsibilities have been delegated accordingly.

Please feel free to reach out to me via email or phone if you have any questions regarding this authorization.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]