

Absence Confirmation

Date: [Insert Date]

To: [Coworker's Name]

From: [Your Name]

Subject: Confirmation of Absence

Dear [Coworker's Name],

I am writing to formally confirm your request for flexible working arrangements due to your recent absence. We fully understand the importance of accommodating your needs during this time and are committed to providing the necessary support.

Please feel free to reach out if you require further adjustments or assistance. Your well-being is our priority.

Thank you for your continued professionalism and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]