

# Supportive Absence Authorization

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Authorization for Absence

Dear [Manager's Name],

I am writing to formally authorize the absence of my coworker, [Coworker's Name], due to special circumstances that have arisen. [He/She/They] is facing [briefly explain the nature of the circumstances, if appropriate] and requires time away from work to address these matters.

I fully support [Coworker's Name]'s need for this absence and believe it is crucial for [his/her/their] well-being. I respectfully request that any necessary accommodations be made during this time. [Coworker's Name] is expected to return on [anticipated return date], and I assure you that [he/she/they] will prioritize [his/her/their] responsibilities upon [his/her/their] return.

Thank you for your understanding and support regarding this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]