

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[HR Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally inform you of my health-related absence from work. Due to [brief description of the health issue, e.g., "a medical condition"], I was unable to attend work from [start date] to [end date].

I have attached a medical certificate from my healthcare provider for your records. I expect to return to work on [return date] and will ensure to catch up on any missed responsibilities.

Thank you for your understanding during this time.

Sincerely,

[Your Name]

[Your Job Title]