

Medical Absence Notification

Date: [Insert Date]

To: [Employer's Name]

From: [Your Name]

Subject: Medical Absence Notification

Dear [Employer's Name],

I am writing to formally notify you of my absence from work due to a medical issue. I have been advised by my healthcare provider to take time off to recover.

My absence will begin on [Start Date] and is expected to last until [End Date]. I will keep you updated on my progress and notify you if there are any changes to my return date.

If necessary, I am willing to provide a medical certificate to verify my condition.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]