

Continued Absence Notification

Date: [Insert Date]

To: [Team Leader's Name]

From: [Your Name]

Subject: Continued Absence Notification

Dear [Team Leader's Name],

I hope this message finds you well. I am writing to formally notify you of my continued absence from work due to [brief explanation of the reason, e.g., medical reasons, family emergency]. As of today, I anticipate that my return date will be [insert anticipated return date] but will keep you updated if there are any changes.

I understand the importance of my role and responsibilities and have ensured that [mention any arrangements made, e.g., a colleague covering your duties]. I appreciate your understanding and support during this time.

Please feel free to reach out if you require further information or if there's anything I can assist with remotely.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]