

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally notify you of my absence from work due to health-related issues. I have consulted with my healthcare provider and have been advised to take some time off to focus on my recovery.

My expected return date is [Return Date], but I will keep you updated on my progress and any changes to this timeline. I understand the importance of maintaining workflow and will do my best to ensure a smooth handover of my responsibilities during my absence.

Thank you for your understanding and support during this time. Please let me know if you require any further information or documentation regarding my situation.

Sincerely,

[Your Name]