

Absence Notification Letter

Date: [Insert Date]

To: [HR Manager's Name]

From: [Your Name]

Subject: Notification of Absence

Dear [HR Manager's Name],

I am writing to formally notify you of my absence from work due to [reason for absence, e.g., illness, personal matters, etc.]. I was unable to attend work from [start date] to [end date].

I understand the importance of notifying you in advance and appreciate your understanding in this matter. Please let me know if you need any further information or documentation regarding my absence.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]