

Letter of Acknowledgment for Absence Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We have received your notification regarding your absence from [specific dates or event] due to the unfortunate passing of your [relationship, e.g., mother, father, friend]. We want to express our deepest condolences to you and your family during this difficult time.

We understand the need for you to take this time to grieve and support your loved ones. Please know that your responsibilities here will be managed, and we will be ready to assist you upon your return.

Should you need any further assistance or support from us, do not hesitate to reach out.

With heartfelt sympathy,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]