

Absence Notification Acknowledgment

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Acknowledgment of Absence Notification

Dear [Employee Name],

Thank you for informing us about your recent absence due to illness. We hope you are feeling better and will return to work soon.

Your absence from [Insert Dates] has been noted, and your health and well-being are our priority. Please do not hesitate to reach out if you need any assistance during your recovery.

Wishing you a speedy recovery.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]