

Date: [Insert Date]

To: [Employee's Name]

Subject: Acknowledgment of Absence Notification

Dear [Employee's Name],

I hope this message finds you well. I am writing to acknowledge the receipt of your notification regarding your absence on [insert date(s)]. We appreciate your proactive communication regarding this matter.

We understand that remote work can present unique challenges, and we encourage you to prioritize your health and well-being. Please ensure that you follow any necessary procedures for time off, and feel free to reach out if you require additional support during this time.

Thank you for your diligence and commitment to your responsibilities. We look forward to your return and wish you all the best.

Sincerely,

[Your Name]

[Your Position]

[Company Name]