

Letter of Acknowledgment for Absence Notification

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We have received your notification regarding your absence from work on [insert dates of absence] for personal reasons. We understand that personal matters can arise unexpectedly, and we appreciate your effort to keep us informed.

Your absence has been noted and will be accounted for in accordance with our company policies. Please ensure that any outstanding tasks are addressed upon your return.

If you have any further updates or if there's anything we can assist you with during this time, please do not hesitate to reach out.

Wishing you all the best.

Sincerely,
[Your Name]
[Your Position]
[Company Name]