

Absence Notification Acknowledgment

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We are writing to acknowledge the receipt of your absence notification regarding the incident that occurred on [Insert Incident Date]. We understand that the circumstances surrounding your absence were challenging, and we appreciate your timely communication.

Your wellbeing is our priority, and we are here to support you as needed. If you require any additional assistance or accommodations, please do not hesitate to reach out to us.

Thank you for keeping us informed, and we wish you all the best during your recovery.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]