

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inform you of my absence from work due to family reasons. I will be unable to attend my duties from [Start Date] to [End Date].

This decision was not made lightly, but it is necessary for me to attend to [briefly explain the family situation, if comfortable, e.g., a family member's illness, personal matters, etc.].

I appreciate your understanding during this time, and I will ensure that any pending tasks are delegated properly before my leave. Please let me know if there are any forms or procedures I need to complete prior to my absence.

Thank you for your support.

Sincerely,

[Your Name]