

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally inform you of my absence from the night shift on [specific date(s)] due to [brief reason, e.g., illness, family emergency, etc.].

I understand the importance of notifying you in advance and I apologize for any inconvenience my absence may have caused to the team. I will ensure that I am up to date with any missed work and will return to my regular schedule on [return date].

Thank you for your understanding. Please let me know if you need any additional information.

Sincerely,

[Your Name]
[Your Job Title]