

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

Dear [Recipient's Name],

Subject: Notification of Illness - Pyrexia

I am writing to formally notify you of my illness, specifically concerning pyrexia, which has affected my ability to perform my duties effectively.

I began experiencing symptoms, including [briefly describe symptoms], on [start date of symptoms]. Following a medical consultation, I was diagnosed with pyrexia and have been advised to [mention any medical recommendations, such as rest or treatment].

As a result, I will be unable to [mention work responsibilities or attendance] from [start date] to [anticipated return date]. I am committed to ensuring a smooth transition during my absence and will make arrangements for [mention any handover of responsibilities if applicable].

Thank you for your understanding and support during this time. Please feel free to reach out if you need any further information.

Sincerely,

[Your Name]