

Subject: Absence Notification

Dear [Supervisor/Manager's Name],

I am writing to inform you that I will be unable to attend work for the next two days, from [Start Date] to [End Date], due to [brief reason, e.g., illness, personal matters].

I apologize for any inconvenience my absence may cause and will ensure that my responsibilities are managed during this time. I will be available through email and will check in as needed.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]