

Subject: Lunch Break Absence Notification

Dear [Manager's Name/Team],

I hope this message finds you well. I am writing to inform you that I will be unable to take my lunch break today due to [reason, e.g., an urgent task that requires my attention, a meeting, etc.].

I will ensure that I make up for this time later in the day. Please let me know if there are any concerns.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]