

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally inform you that I will be unable to attend work on [specific date(s)] due to [reason for absence, e.g., illness, personal matter].

I understand the importance of my duties and assure you that I will do my best to minimize any disruption. I will ensure that all my responsibilities are managed, and I am happy to assist in transitioning any urgent tasks before my absence.

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

Sincerely,

[Your Name]
[Your Job Title]