

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally notify you of my absence from work on [date(s) of absence]. Unfortunately, [brief explanation of the reason for absence, e.g., due to illness, personal matters, etc.].

I understand the importance of keeping the team informed and will ensure that any pending work is managed appropriately in my absence. I appreciate your understanding and support.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Job Title]