

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally inform you of my absence from work due to [briefly explain reason, e.g., illness, personal matters]. I regret any inconvenience this may cause and appreciate your understanding during this time.

I anticipate returning to work on [expected return date]. In my absence, I have ensured that my responsibilities are managed by [colleague's name or mention your plan to handle workload]. Please let me know if you need any additional information or assistance during this period.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]