

Excuse Letter Sample

[Date]

[Contact Name]
[Company name]
[Insert address]
[City],
[State] [Zip code]

[Mr./Ms.] [Last Name],

This letter is to notify you that I will be absent from work starting on Thursday. As we discussed before, my daughter will have a minor operation on [Day, Date]. The doctor's note is attached for your review. I expect to return to work on [Day, Date], after being away from [Day, Date] through [Day, Date].

My team and I have decided that [Name] will take over my duties regarding the weekly report. In addition, they will keep me in the loop with any urgent work that needs my attention.

Please let [Name] know if you need anything from me while I am away. Thank you for your understanding.

Regards,
[Your Name]