[Your Name]

[Designation]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am documenting this letter to inform you about my absence from Tuesday 10th through Friday 13th of this month. Unfortunately, I also caught severe viral infection which has affected many people in past few days.

Due to high temperature and unavoidable fatigue I couldn’t come up and perform my duties at work. As the virus can be transferred easily to others so I sincerely thought that having a little rest at home will be better for me and my fellow employees. However, I do apologize for any inconvenience it has caused. And want to compensate that for the coming weekend if it is required in any way.

Please let me know if you need further information on this issue. I’ll be providing all necessary details.

Jessie