[Your Name]

[Designation]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing this to inform you the cause of my absence from work at 22nd December. It was a sudden food poisoning attack which sickened me enough that I became unable to perform even my routine tasks. In which case attending the office and implementing its core duties was not possible. I knew an important finance meeting was scheduled at that day and therefore I already informed John to conduct it on my behalf, so it went well.

I still apologize for not being there, however. I’m also available to make up the missed hours work on this coming weekend if required.

Kindly inform me if I must provide further details. Thank you for your assistance and understanding.

Jessie