To Mr. Simon Green.

Senior Manager HR  
Lockwood East Company

28th August 20XX

**Subject: Workplace Absence Excuse Letter**

Dear Mr. Green

I am writing to inform you about the leave I wish to take for a few days subject to poor health. I will be unavailable for work from 1st September 20XX till 10th September 20XX. Moreover, I won’t be available for remote work either as the doctor has recommended limit my screen time to less than an hour a day. I will re-join the office from 11th September 20XX.

I have spoken to my co-worker Karen, and she is willing to take over my work in my absence. I apologize for any inconvenience caused and I am willing to compensate for any missed work later. I have attached my medical documents and doctor's note with this letter stating my health condition.

Please let me know if there’s anything I can help with to arrange for work during my absence. I would be glad to help in any way possible. You can contact me at +[X] in case of an emergency.

Thank you very much for your consideration.

Julie Anne

Signatures.