

Temporary Absence Announcement

This is to inform all concerned that [REDACTED] will be temporarily absent from [REDACTED] to [REDACTED] due to [REDACTED].

During this period, please direct any urgent matters to [REDACTED] at [REDACTED].

We appreciate your understanding and cooperation.

Sincerely,

[REDACTED]

[REDACTED]

Date: [REDACTED]