

Legal Notice of Absence

Date:

To:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Dear Sir/Madam,

I, , hereby notify you of my absence from work due to on the following date(s): .

I understand the importance of my responsibilities and will ensure that any pending tasks will be handled appropriately. Please let me know if any further information is required.

Thank you for your understanding.

Sincerely,

<input type="text"/>
<input type="text"/>