

Absent from Work Email Sample 1

Subject: [Your Name] – Absence Excuse

Dear Mr. / Mrs. [name of the Recipient],

This is to inform you that I will not be able to come to work from [mention Start Date] to [mention End Date], as I am traveling to New York City to attend the funeral of my grandfather. During my absence from work, Mr. / Mrs. [name of the Colleague] will take my responsibilities.

However, if something urgent or important comes up, you can contact me on this phone number [mention Contact number]. Thanks a lot for your understanding.

Best Regards,

[Sender's Name]

[Sender's Designation]