

# Absent from Work Email Sample 2

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**Subject: [Your Name] – Absence Excuse**

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

I am writing this email to let you know that I won't be able to come to the office today as I am sick and experiencing a fever since the last night. I went to my family doctor today morning and he/she prescribed me the medicine and advised me to stay home for [mention the Number of Days]. So, I will not be available for work from [mention Start Date] till [mention End Date].

During this time, Mr. / Mrs. [name of the Coworker] will be in charge of my work and handle my tasks and attend the meetings on my behalf. However, in case of emergency, you can reach me via this phone number [mention Phone Number]. Hopefully, you can understand my situation.

Sincerely,

[Sender's Name]

[Sender's Designation]