

Absent from Work Email Sample 3

Subject: [Your Name] – Absence Excuse

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

Please accept this email as my formal notice of absence from work on [mention Date]. As you know that these days I am going through a lot in my personal life. I am getting divorced due to which I have to attend the meetings with my lawyer and financial advisors.

Meanwhile Mr. / Mrs. [name of the Colleague] has agreed to handle my work for the above-mentioned date. I thank you for your support and understanding. If you need to ask anything important, make sure to contact me on this number [mention Contact Number].

Regards,

[Sender's Name]

[Sender's Designation]