

# Excuse Letter For Sick

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name or Title, e.g., Supervisor's Name/Principal's Name]

[Company/School Name]

[Address]

[City, State, Zip Code]


Subject: Excuse for Absence Due to Illness on [Date(s) of Absence]

Dear [Recipient's Name or Title],

I hope this message finds you well. I am writing to inform you of my absence from [work/school] on **[Date(s) of Absence]**, due to a sudden illness. Despite my best efforts to manage the situation, I found myself physically unable to attend **[work/school]** and perform my duties/studies effectively.

Upon realizing the severity of my condition, I sought medical advice and was advised to rest and recover at home to prevent the spread of illness and ensure a swift recovery. I understand the importance of my responsibilities and regret any inconvenience my absence may have caused to my team/classmates and the smooth operation of our **[workplace/school]**.

I am committed to catching up on any missed work/assignments and will coordinate with my colleagues/teachers to ensure that my responsibilities are covered and my absence



does not negatively impact our team's/class's progress. Please let me know if there are any forms I need to complete or any further information required regarding my absence.

Thank you for your understanding and support during this time. I appreciate your consideration and look forward to returning to **[work/school]** as soon as I am fully recovered.

Sincerely,

[Your Name]