**LEAVE OF ABSENCE LETTER FOR WORK**

June 08, 20XX   
  
ABC Company, Inc.

1234 E. Main St.

San Diego, CA 92101

Dear Sir John,

Please accept this letter as written notification that I was unable to attend work on Monday, April 8, 20XX due to sickness. I was ill and unable to report to work on that date.

Please let me know if I can provide any further information.

Sincerely,

Your Signature