**LEAVE OF ABSENCE LETTER FOR WORK**

Feb. 1, 20XX

Deborah Jones  
ABC Company, Inc.  
1234 E. Main St.  
San Diego, CA 92101

Dear Mr. 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