

Sample Format Excuse Letter for injured Foot/ Foot Pain

From:

Ana Down

54, Richmond Apartments,

Gibs Street

London

Date: January 18th, 2021

To,

Shaun Smith

HR Manager

Zenith Technologies

London

Dear Mr. Smith,

I am writing this letter to inform you that I will not be able to attend work from January 18th, 2021 till January 28th, 2021 as my foot has got injured in an accident.

I have been prescribed by the doctor for one week bedrest to recover from the injury before I can resume my work. Meanwhile, I will be available on phone and email to help with any kind of work related queries. I have also had a word with my colleague, Ms. Susan Smith. She will be there to take care of all my work during my absence and keep me posted with the progress.

Though I have taken all measures to make sure that the work does not suffer because of my absence but in case any kind of extra assistance is needed from my end, please get in touch with me.

Thanking in anticipation.

Sincerely,

Ana Down

Letter Source: <https://www.foundletters.com/excuse-letters/excuse-letter-for-foot-injury/>