

Sample Format Excuse Letter from Work Due to Sickness

From:

Ana Down

54, Richmond Apartments,

Gibs Street

London

Date: January 09th, 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 come to work from January 20th, 2021 to January 31st, 2021 as I have an eye surgery scheduled on January 20th, 2021.

I have been diagnosed with cataract and it needs to be operated and as per the recommendations of the doctor, I will need to keep my eyes away from exposure from computer screen as well as sunlight for a couple of days. From January 21th, 2021, I will be available over phone for any kind of work related matters. I have also spoken with my colleague, Mr. Adam Anthony, for handling any kind of communication from my end to have the work going uninterrupted.

I have made all the required arrangements from my end but in case there is any other extra help you need in my absence, please do let me know.

Thanking in anticipation.

Sincerely,

Ana Down

Source: [Excuse Letter from Work due to Sickness](#)