**EXCUSE LETTEREXCUSE LETTER**

## EXCUSE LETTER

${Value14} ${Value13}, ${Value15}

**THE MANAGER**

${Value11a}

Dear Sir/ Madam**:**

Please excuse **,** assigned in your outlet for our client **${Value35}** for being absent today, ${Value14} ${Value13}, ${Value15}. He/She is ${Value36}.

Hoping for your approval.

Very truly yours,

**${Value20}**

${Value21}

Noted by:

**CARINA LAUNTE**

HR Operations Supervisor