

Advance Notice Absence Excuse Email

Subject: *Jane Doe - Absent From Work*

Dear Supervisor Name:

I've come down with the flu and will not be coming in on Tuesday, March 2, so I can rest and recover. I've asked Patricia to check on my clients to ensure all of their needs are met and Tom will prepare the report for our meeting Friday.

I will try and check email if you need anything urgent.

Thank you,

Jane