Freddie Khan  
782 NE, Newport Street,   
Dearborn Heights, MI 48127  
Michigan State, US

17th April 20XX

The General Manager  
Real Align House   
234k-12Q30 Rex Keas  
Dearborn, Michigan State, US

Re. An Excuse for Being Absent from Work due to Illness

Dear Ma’am,

It is stated that I am a Corporate Assistant Manager at Align House. I have been a regular and punctual employee throughout. I was given an award for being one of the most punctual and efficient workers in the Employee’s Annual Award Ceremony this year. The award, in fact, motivated me to stay punctual, regular, and become more laborious at work.

Recently, I remained missing from the office for three days due to illness. I was suffering from high fever and it was diagnosed as typhoid upon testing. Dr. Sophia from Kent Clinics advised me to take a break from work and take complete bed-bound rest for three days. I sent an email to the admin informing him about the cause of my absence from the work. I also sent him the presentation I was supposed to submit on that day but, unfortunately, the email stuck due to network intrusion and it remained unnoticed. My cell phone was switched off during the period and no call from office could be received.

When I am back in the office now, I was set aback knowing that I was penalized with salary deduction and two days’ suspension. I know ma’am, it is insufferable if an employee remains missing for straight three days, but I assure you of the fact that I sent the email which remained unsent, unluckily, and remained unnoticed regretfully. Ma’am, I apologize for the outcomes of my neglectful act. I promise you to never be careless again and I also assure you my willingness to enhance my working capabilities next.

Ma’am, I request you to order the accountant to not trim my salary by terminating my suspension orders. I am already going through a severe financial strain and expect you to empathize with my situation.

I pay my thanks in anticipation.

Sincerely

(Signature)