Charles Oliver  
12458 JKI-New Township  
New York, United States

17th April 2020

Nail Jeffery

The Admin   
Local Interix Groups  
WEI-N2340 JEWR Heights  
New York, United States

Re. Excuse for Being Absent from Work due to the Childcare

Dear Jeffery,

It is conveyed to you that I am unable to appear at the office due to my childcare at home. I am a senior finance manager in your company, and I have a kid of 3 years who is alone at home today. His mother has a business meeting in Houston, the grandmother is suffering from an ailment and hence there is no one to take care of him. Being his father, it is my complete responsibility to stay with him. I have also tried to contact his uncle who is also busy with his work. So, it is obligatory for me to stay with the child and look after him. I have to provide him by driving to and from school and then I have to stay with him all day.

I shall work from home as I know the workload is getting sheer and enhancing day by day in the office, but I cannot attend the meeting with SHELL Rags Groups. I shall be available for work through email and phone calls as [X], you know, a father cannot rush from his responsibilities at home. I hope you understand my preoccupation and reservation and allow me one day off working from home.

I shall be grateful to you

Sincerely,

(Signature)