Re. Excuse for Not Attending the Office Due to Illness

Hello Sir,

I hope this email finds you in high spirits. I am corresponding to you to excuse my unacquainted absence from the office for two days i.e. 20-11-20XX to 21-11-20XX. The reason for my absence was my illness. I was having an ailing throat which created an infection in my tonsils. I had to have a proper examination as it was very painful for me. Due to the throat infection, I took a high fever too. Due to the unexpected bad health, I could not write to the office informing my absence. I hereby excuse for my absence from work. I assure you to recover the work missed during the past two days. Thank you.

Regards

Chaplin Rupert,  
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