Date:

To:

[TEXT]

**Subject: Excuse letter due to periods**

Respected sir,

Please consider this letter as a formal notification from my side as I will not be available tomorrow 26th April 20XX due to periods. I have severe pain in my pelvic region due to which, I am unable to perform my duties regularly. I have asked one of my colleagues to share meeting minutes with me later on.

Please let me know if there is anything I can do to ensure that everything runs smoothly in my absence. Thank you for allowing me to go on leave.

Regards,

Name of the employee

Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_