Date

Name of Employer

Designation

Name of Company

City

Dear Mr./Mrs./Miss. (Name of Employer),

I am (state your name) and work in the post of (tell your post). I am writing this letter to let you know that I will need to be absent from work on (give a date when you want to be excused from work). This is because I need to attend my kids’ school activities.

I must be there because (tell me why you need to attend the school activity). If I do not do so (tell me what will happen if you do not attend the activity).

I will need to be absent from work because the activity will be from (tell timings of activity). These are my work timings.

I hope you excuse me from work on this day. I will make up for the absence.

Thanks,

Yours sincerely,

(Your Name)

Signatures