

Intermediate Practical Writing – “Absent from Work”

Directions: Write a note to your employer explaining why you will be absent from work.

Example: Dear Mrs. Jimenez,

I am writing this message to inform you that I will be absent from work on June 21st from 9:30am to 2:30pm. I am going to the doctor to have them look at the problem I am having with my leg. I hope this is acceptable.

Roger Capriccio

Rough Draft:

Final Draft:

