Advance Notice Absence Excuse Email

**Subject:** *Jane Doe - Absent From Work*

*Dear Supervisor Name:*

*I've come down with the flu and will not be coming in on Tuesday, March 2, so I can rest and recover. I've asked Patricia to check on my clients to ensure all of their needs are met and Tom will prepare the report for our meeting Friday.*

*I will try and check email if you need anything urgent.*

*Thank you,*

*Jane*