

Absent from Work



Practical Writing Practice

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.

You can see the whole lesson from your teacher, please ask them to send it to you before the class.

テキスト全文はレッスン受講時に担当講師よりお受け取りください。