

Employee Absence Notice Form

(Due to Illness)

This **employee absence notice form** sample helps organizations document and manage staff absences due to illness efficiently. It ensures clear communication between employees and management regarding health-related time off. Using a standardized form simplifies tracking and supports workplace productivity.

Employee Name:

Department:

Manager/Supervisor Name:

Absence Start Date:

Expected Return Date:

Reason for Absence:

e.g., Flu, doctor's appointment

Medical Certificate Provided?

☐ Yes ☐ No

Additional Information:

Optional

Employee Signature:

Date Submitted:

Submit Absence Notice