

# Declaration Letter Form Sample for Absence from Work

This **declaration letter form** sample provides a clear template for employees to formally notify their employer about their absence from work. It ensures proper communication and documentation while maintaining professionalism. Use this template to specify the reason and duration of your absence effectively.

## Sample Declaration Letter for Absence from Work

Date:

To:

 Manager/Supervisor Name

Department:

 Department Name

Subject:

 Declaration of Absence fr

Declaration:

Dear [Manager/Supervisor Name],  
I am writing to formally inform you of my absence from work from [start date] to [end date] due to [reason for absence, e.g., illness, personal reasons, family emergency]. I have ensured that all urgent tasks are addressed and have delegated necessary responsibilities to my colleague(s) during my absence.  
I appreciate your understanding and support regarding this



Submit