

Brief casual notification message

Subject: Can't Make It In Today - Minor Accident

Hey [Manager's Name],

Quick update - I had a minor accident this morning and need to take today off to get checked out and handle some logistics. Nothing too serious, but want to be safe and take care of the insurance paperwork.

I'll keep you posted on tomorrow and send a proper email later today with more details. [Colleague's name] knows about the [specific task] that was due today.

Thanks for understanding!

[Your Name]

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