

Casual team meeting cancellation

Subject: Can't Make Today's Team Meeting - Feeling Under the Weather

Hi everyone,

I'm really sorry, but I'm not feeling well today and won't be able to make our team meeting at [time]. I don't want to risk getting anyone else sick!

Could someone please take notes and share them with me? I'll catch up on everything once I'm feeling better.

If we need to reschedule any important discussions that required my input, I should be back by [expected return day].

Thanks for understanding!

[Your Name]

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