

Responsible cancellation due to contagious condition

Subject: Meeting Cancellation - Contagious Illness (Protecting Team Health)

Dear [Name/Team],

I must cancel our meeting scheduled for [date] at [time] as I have been diagnosed with [general condition, e.g., flu, stomach virus] that is contagious.

In the interest of everyone's health and safety, I believe it is responsible to postpone until I am no longer contagious. My doctor estimates I will be clear to return by [date].

I suggest we reschedule for [date range] when I can participate safely without risk to others.

Please let me know if any urgent decisions cannot wait, and I will do my best to contribute remotely if my health permits.

Thank you for prioritizing everyone's wellbeing.

Stay healthy,

[Your Name]

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