

Health-related absence notice

Subject: Unable to Attend Company Outing Due to Health Reasons

Dear [Manager/Supervisor Name],

I am writing to inform you that I will not be able to attend the company outing on [Date] due to health reasons. I am currently [brief explanation if necessary] and have been advised to rest and avoid travel.

I apologize for any inconvenience this may cause and hope to participate in future events once I have fully recovered.

Thank you for your understanding.

Sincerely,

[Your Name]

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