

NOTICE OF EXPECTED ABSENCE FROM OFFICE

TO: _____

FROM: _____

This is to inform you that I am planning to be absent from the office
from _____ through _____

I will return to the office on _____

Reason for absence:

**(Reminder: If absence is related to official business,
you must also submit a Travel Request)**

If necessary, I can be contacted at: _____

Telephone number: _____