

**SAMPLE ABSENCE NOTE**

DATE: \_\_\_\_\_

Dear \_\_\_\_\_ HR \_\_\_\_\_

(Name of HR Teacher)

my daughter, \_\_\_\_\_

(Full Name)

was absent on \_\_\_\_\_

(specify date/s)

because

\_\_\_\_\_

\_\_\_\_\_

Signature of Parent or Guardian

\_\_\_\_\_

Phone Number