

OFFICIAL EXCUSE ABSENCE LETTER

To: _____

From: _____

Date: _____

Reason(s) for me missing work:

	Sick
	Stolen car
	Lost at sea
	BEES!
	Totally not because I'm at Middle of the Map
	Private reflection on "synergy"
	Incurable amnesia
	Cindy from accounting

Thank you for your understanding. It will/will not happen again.

SIGNATURE

DATE (DAY, MONTH, YEAR)

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Salutations Mr./Mrs. Boss,

This morning as I entered work before the sun rose (and most definitely before Cindy), I was compelled, nay, inspired to increase the efficiency of our great company. So I created a SWOT analysis to hone in on our competitive landscape.

And do you want to know what I found out? We need to increase our culture buy-in.

Recent studies have shown that sending employees out on culture enrichment activities has increased their individual yields by 18.9%. So here's my plan. I'm going to go to Middle of the Map Fest to take notes. When I'm done, we can call an all-hands-on-deck and rally the troops.

Sound good?

Your Favorite Employee,

SIGNATURE

DATE (DAY, MONTH, YEAR)