

Writing Prompt: Work Situations



Beginnner

You cannot go to work tomorrow. Write an email to your boss to let them know.

Include:

- **A greeting**
- **The reason why you cannot go to work**
- **The date that you will be gone**
- **A thank you or an apology**
- **Your name**

To: manager@gmail.com

From: employee@gmail.com

Subject: