## **Quick one-day leave**

Subject: Sick Leave for Today
Dear [Manager/Supervisor],
I am feeling unwell and unable to report to work today, [Date]. I will resume work tomorrow unless
otherwise advised by my doctor.
Thank you.
Sincerely,
[Your Name]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/leave-letter-for-illness">https://www.lettersandtemplates.com/letters/leave-letter-for-illness</a>