

Quick sick leave notification

Subject: Sick Leave - [Your Name] - [Date]

Dear Principal [Name],

I am unable to come to work today due to illness and will need to take sick leave.

I am experiencing [brief description - flu symptoms/stomach bug/fever] and do not want to risk spreading illness to students and staff. My condition should improve within [expected duration].

I have emailed today's lesson plans to the substitute coordinator and left detailed instructions on my desk. All materials needed for classes are clearly marked and easily accessible.

I will monitor my health and inform you if additional sick days are needed. I plan to return as soon as

I am fully recovered and no longer contagious.

Please contact me via email if there are any urgent matters that require my attention.

Thank you for your understanding.

Best regards,

[Your Name]

[Date]

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