

Sick Leave Email Certificate

Subject: Sick Leave Certificate

Hello [Manager/HR Name],

I am writing to inform you that [Patient Name] has been advised by a medical professional to rest due to [illness or injury]. The period of leave recommended is from [Start Date] to [End Date].

Attached is the official medical certificate for your reference.

Thank you for your understanding.

Best regards,

[Doctor Name]

[Clinic/Hospital Name]

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