

Sick Leave Request Email

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

Dear [Manager's Name],

I am writing to inform you that I am unwell and unable to report to work today, [Date]. I have been experiencing [brief description: fever/flu symptoms/migraine] since last night and believe I need to rest and recover to avoid spreading illness to colleagues.

I anticipate returning to work on [Expected Return Date]. I will ensure that all urgent tasks are either completed remotely if possible or delegated appropriately. [Colleague's Name] has been briefed on the [Project Name] deadline and can handle any immediate concerns.

I will keep you updated on my condition and inform you immediately if my absence needs to be extended. Please let me know if you require any medical documentation.

Thank you for your understanding.

Best regards,

[Your Name]

[Contact Information]

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