

Sick Leave Approval Email

Subject: Sick Leave Approved - [Employee Name] - [Dates]

Dear [Employee Name],

Your request for sick leave from [Start Date] to [End Date] has been approved. We hope you have a speedy recovery and want you to focus entirely on your health during this time.

Your leave has been recorded in our system, and your absence will be marked as approved sick leave. Please remember to submit any required medical documentation within [number] days of your return, as per company policy.

If you need to extend your leave, please contact us as soon as possible with updated medical certification. We have arranged for [Colleague Name] to cover your responsibilities during your absence.

Take care and feel better soon.

Best regards,

[Manager Name]

[Title]

[Department]

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