## horizontal line**Sick Leave Memo to Staff**

**MEMORANDUM**

#### **To:**

All Staff

#### **From:**

[HR Manager’s Name/HR Department]

#### **Date:**

[Current Date]

#### **Subject:**

**Updated Sick Leave Policy**

### **Introduction**

We would like to remind all staff members about our company’s sick leave policy to ensure a clear understanding of the process and support available.

### **Main Message**

The following are key points of our sick leave policy:

* **Eligibility:** All employees are entitled to [number] days of sick leave per year.
* **Notification:** Please notify your immediate supervisor as soon as possible if you are unable to attend work due to illness.
* **Documentation:** If the sick leave exceeds [number] days, a medical certificate may be required.

### **Action Required**

* Ensure you follow the appropriate reporting process when taking sick leave.
* Submit any required documentation to HR within [time frame].

### **Conclusion**

Your health and well-being are a priority, and we encourage you to take the necessary time off when unwell. If you have any questions, please contact HR.

Thank you.

**[HR Manager’s Name]**[HR Manager’s Position]  
[Contact Information]