

Sick Leave Email for One Day

Subject: Request for One-Day Sick Leave

Dear [Manager's Name],

I hope you are doing well. I am writing to notify you that I am feeling unwell and need to take a sick leave for one day. I woke up this morning with [brief description of symptoms, e.g., a sore throat and high fever] and believe it is best to rest and recover.

1. Sick Leave Request

- Leave Date: _____
- Symptoms: _____

2. Contact During Leave

- Should there be any urgent matters, I am reachable via [phone/email].

3. Task Management

- Ongoing Tasks:
 - Task 1: _____
 - Task 2: _____
- I have informed [colleague's name] who will be able to assist with any immediate work requirements.

I plan to resume work on [next working day]. However, if my condition does not improve, I will update you accordingly.

Thank you for your understanding.

Sincerely,

[Your Name]