Sick Leave Email to Manager

**Subject: Sick Leave Application**

**Dear [Manager's Name],**

**I am writing to inform you that I am experiencing [brief description of symptoms, e.g., severe flu symptoms] and will not be able to attend work today. I visited my doctor, who advised me to rest for at least a day.**

**1. Sick Leave Information**

* **Leave Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Symptoms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Doctor's Advice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Contact Availability**

* **I will be available via [phone/email] if there are any urgent matters that require my attention.**

**3. Work Delegation**

* **Current Projects/Tasks:**
  + **Project 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + **Task 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **I have briefed [colleague's name] on my responsibilities to ensure a smooth workflow during my absence.**

**I will keep you updated on my recovery and plan to return to work by [expected return date]. Thank you for your understanding and support.**

**Best regards,  
[Your Name]**