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# Sick Leave Email for Office

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**Subject:** Sick Leave Request for Today

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

I hope you are well. I am writing to inform you that I am not feeling well today and need to take sick leave. I have been experiencing [brief description of symptoms, e.g., nausea and dizziness] since last night.

## 1. Sick Leave Details

- Leave Date: \_\_\_\_\_
- Symptoms: \_\_\_\_\_

## 2. Contact Information

- While I am resting, I can be reached at [phone/email] for any urgent matters.

## 3. Task and Responsibility Handover

- Ongoing Projects:
  - Project 1: \_\_\_\_\_
  - Task 2: \_\_\_\_\_
- I have coordinated with [colleague's name], who will manage my responsibilities during my absence.

**I will monitor my health and aim to return to work by [expected return date].  
Should there be any change in my condition, I will inform you promptly.**

**Thank you for your understanding.**

**Sincerely,**

**[Your Name]**