**Sick Leave Email for Office**

**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]**