**Sick Leave Email for One Day**

**horizontal line**

**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]**