

# 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]