

Simple Sick Leave Email

Subject: Sick Leave Request

Dear [Manager's Name],

I hope this email finds you well. I am writing to inform you that I am feeling unwell and will not be able to come to work today. I have been experiencing [brief description of symptoms, e.g., a severe headache and fever] since [when symptoms began], and I believe it is best for me to take the day off to recover.

1. Sick Leave Details

- Leave Date: _____
- Symptoms: _____

2. Contact Information

- If needed, I can be reached via [phone/email] while I am resting at home.

3. Work Handover

- Current Tasks:
 - Task 1: _____
 - Task 2: _____
- I have informed [colleague's name] about my leave, and they will handle any urgent matters in my absence.

I appreciate your understanding and will keep you updated on my condition. I expect to be back at work by [expected return date], but I will notify you if I need additional time off.

Thank you for your consideration.

Best regards,

[Your Name]