**Simple Sick Leave Email**

**horizontal line**

**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]**