

Sick Leave Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Supervisor's Name]

[Supervisor's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally request sick leave from work due to illness. Unfortunately, I am not feeling well and need to take some time off to recover and seek medical attention.

I have seen a healthcare professional who has diagnosed me with [mention the specific illness or condition] and recommended that I take [mention the recommended duration, if available] off work to recover fully. I understand the importance of my responsibilities at [Company Name], and I will make every effort to ensure a smooth transition during my absence.

I plan to start my sick leave from [Start Date] and anticipate returning to work on or around [Expected Return Date]. However, I will keep you informed if my condition changes, and the return date needs adjustment.

I apologize for any inconvenience my absence may cause and appreciate your understanding and support during this time. Please let me know if there are any additional forms or procedures I need to follow for requesting sick leave.

Thank you for your prompt attention to this matter. I look forward to returning to work in good health.

Sincerely,

[Your Handwritten Signature (if printed)]

[Your Typed Name]