

\*\*Sick Leave Application\*\* Date: \_\_\_\_\_ To, The Manager  
Subject: Application for Sick  
Leave Dear Sir/Madam, I am writing to inform you that I am unwell and unable to attend work. Due  
to my health condition, I kindly request you to grant me sick leave from \_\_\_\_\_ to  
\_\_\_\_\_. I will submit the medical certificate if required. Kindly consider my request and  
grant me the necessary leave. Thank you for your understanding. Sincerely,  
Employee Name Employee ID: \_\_\_\_\_