

****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: _____